



Microsoft PowerPoint 2007

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Microsoft PowerPoint is a one-day, hands-on course that will teach you to use PowerPoint to deliver presentations with pizzazz. In this course, you will learn to use PowerPoint to design, present, and collaborate on presentations. Additionally you will learn about the latest and greatest features of PowerPoint such as Live Preview, themes, new custom layouts, presenter view and the enhanced special effects.

Target Student: Individuals with any level of experience who are interested in learning more about creating interesting and creative presentations using PowerPoint.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to design PowerPoint presentations and efficiently use the tools available in this powerful presentation program.

What's Next:

Other PowerPoint 2007 Courses:

Microsoft PowerPoint - Design Elements The most important thing next to the actual content is the design of PowerPoint presentations. Adding different formatting to presentations can enhance or ruin a presentation. Learn to design effectively in PowerPoint.

Microsoft PowerPoint - Animations and Multimedia Learn to insert different multimedia elements to presentations. Animations can be created to enhance text and objects. Movie and sounds can be created and inserted to give additional slide information.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Manipulate an existing PowerPoint presentation.
- Design and create a new PowerPoint presentation.
- Format text slides.
- Lay out slides efficiently.
- Create design templates and document themes.
- Save time using the Slide Master.
- Insert objects, tables, charts and SmartArt.
- Apply and use transition and animation effects.
- Add multimedia to slides.
- Set up presentations.
- Design oral presentations using slide notes.



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1 Day

The Fundamentals

What's New in PowerPoint 2007?
 Understanding the Program Screen and Ribbon
 Using the Office Button and the Quick Access Toolbar
 Using Contextual Menus, the Mini Toolbar and Help

Presentation Basics

Creating a New Presentation
 Inserting Slides and Selecting a Layout
 Opening and Navigating a Presentation
 Using Undo, Redo and Repeat
 Saving, Printing and Closing a Presentation

Inserting and Editing Text

Inserting Text and a Text Box
 Editing, Cutting, Copying and Pasting Text
 Using the Office Clipboard
 Checking Spelling and Finding and Replacing Text
 Inserting Symbols and Special Characters

Formatting Text

Changing Font Type, Size, Color and Style
 Using the Font Dialog Box, Format Painter and WordArt

Viewing a Presentation

Changing Views
 Using the Zoom Controls and Outline Pane
 Working with the Presentation Window

Formatting a Presentation

Using Document Themes
 Changing the Background of a Slide
 Rearranging Slides
 Adding Headers and Footers and Using the Slide Master
 Working with Bulleted and Numbered Lists
 Formatting Paragraphs
 Working with Tabs and Indents and Changing Page Setup

Working with Objects

Working with Clip Art, Pictures, Graphics and Shapes
 Resize, Move, Copy and Delete Objects
 Applying Special Effects
 Positioning, Grouping, Aligning and Distributing Objects

Working with Tables

Creating and Working with a Table
 Adjusting Column Width and Row Height
 Inserting and Deleting Rows and Columns
 Merging and Splitting Cells
 Applying a Table Style

Working with Charts and SmartArt

Inserting a Chart and Chart Data
 Resizing and Moving a Chart
 Changing Chart Type and Formatting a Chart
 Working with Labels
 Inserting and Formatting SmartArt
 Converting Slide Text into SmartArt

Applying Transition and Animation Effects

Applying and Modifying a Transition Effect
 Applying Standard and Custom Animation Effects
 Modifying Animation Effects
 Previewing a Transition or Animation Effect

Working with Multimedia

Inserting Sounds, CD Tracks and Movie Clips
 Narrating a Presentation and Using Action Buttons

Finalizing a Presentation

Setting Up a Slide Show and Rehearsing Timings
 Adding Comments to a Slide and Hiding a Slide
 Marking a Presentation as Final

Delivering a Presentation

Delivering a Presentation on a Computer
 Using the Pen and Making Annotations
 Creating a Presentation that Runs by Itself
 Using Presenter View and Creating a Custom Show

Collaborating with Others

Using the Document Inspector and Compatibility Checker
 Packaging a Presentation
 Saving a Presentation as PDF, XPS or a Web Page
 Adding a Digital Signature to a Presentation
 Password Protecting a Presentation
 Publishing a Presentation to a Document Workspace

Working with Other Programs

Collaborating with Excel and Word
 Modifying Embedded or Linked Content
 Creating Handouts in Microsoft Word
 Importing and Exporting an Outline

Advanced Topics

Customizing the Quick Access Toolbar
 Using and Customizing AutoCorrect
 Converting an Older Presentation to PowerPoint 2007
 Recovering Your Presentations
 Using Microsoft Office Diagnostics
 Viewing Document Properties and Finding a File

