



PowerPoint 2007 Introduction

Target Audience & Purpose

PowerPoint Introduction is for people who wish to create simple presentations and is a pre-requisite for the Advanced course.

Objectives

By the end of the course participants should be able to:

- Start and end a PowerPoint session
- Edit a presentation
- Create different types of slides
- Use the Outline Tab
- Format slides and use templates
- Add Clipart to a slide
- Use the Slide Sorter to reorganise a presentation
- Print various components of a presentation
- Run a slide show

Prerequisites

Participants should already:

- Be competent in using a mouse and keyboard
- Have an understanding of Windows

Exploring PowerPoint

Starting PowerPoint
Using the PowerPoint Interface
Using the Microsoft Office Button
Using the Ribbon
Working with Groups
Working with the Contextual Tabs
Working with the Galleries
Working with Quick Styles
Using the Quick Access Toolbar
Using the Mini Toolbar
Using Live Preview
Exiting PowerPoint

Using Basic Presentation Skills

Entering Text into a Presentation
Saving a New Presentation
Closing a Presentation
Creating a New Presentation
Opening an Existing Presentation
Adding a New Slide
Renaming an Existing Presentation

Working with Presentations

Creating a Custom Layout
Applying a Theme
Applying a Background Style
Changing Slide Orientation
Changing the Magnification
Adding Speaker Notes
Switching Views

Using the Outline Tab

Working with the Outline Tab
Collapsing and Expanding Slides
Demoting and Promoting Text Lines
Moving Text Lines
Adding Slides in the Outline Tab
Deleting Slides from the Outline Tab
Rearranging Slides in the Outline Tab

Editing and Proofing Text

Selecting Text
Deleting Slide Items
Moving/Copying Text between Slides
Using the Paste Options Button
Using the Clipboard Task Pane
Using Undo and Redo
Finding and Replacing Text
Checking Spelling as You Type
Running the Spelling Checker
Creating an AutoCorrect Entry
Using the AutoCorrect Options Button
Displaying Smart Tags in a Presentation
Importing Text from Word

Printing

Printing Presentations
Selecting Page Setup Options
Previewing a Presentation
Printing Slides
Printing Speaker Notes
Printing Outlines

Printing Handouts
Creating Headers and Footers

Formatting Presentation Text

Formatting Text
Changing an Existing Font
Modifying the Font Size
Changing Font Style and Effect
Changing the Font Colour
Using the Font Dialog Box
Using the Format Painter
Changing Text Alignment
Setting Tab Stops
Modifying Paragraph Spacing
Using the AutoFit Options Button
Selecting a Shape Style
Customizing a Shape Style
Applying Effects to a Text Placeholder
Selecting a WordArt Style
Editing Text Outline Colour
Editing Text Fill Colour
Applying Text Effects

Formatting Bullets and Numbers

Adding and Removing Bullets
Adding and Removing Numbers
Modifying Bullets and Numbers

Using Slide Sorter View

Selecting Multiple Slides
Moving Slides in Slide Sorter View
Duplicating Slides in Slide Sorter View
Copying Slides in Slide Sorter View
Deleting Slides in Slide Sorter View

Editing Multiple Presentations

Viewing Multiple Presentations
Copying Text between Presentations
Copying Slides between Presentations
Copying Slides with Drag and Drop

Using Graphic Images

Working with Graphics
Using the Clip Art Task Pane
Using Slide Layouts

Inserting a Picture
Cropping a Picture
Moving a Graphic
Resizing a Graphic
Formatting a Graphic
Recolouring a Graphic
Inserting Clips with the Clip Organizer
Organizing Clips
Applying a Picture Style
Applying a Shape
Adding Effects
Adding a Border

Working with Drawing Objects

Using the Drawing Group
Drawing an Enclosed Object
Changing the Fill Colour of an Object
Applying a Fill Effect
Applying Effects
Drawing a Line
Formatting Lines
Creating a Text Box
Rotating an Object
Flipping an Object
Arranging Objects
Aligning Objects
Grouping Objects

Using Slide Show View

Running a Slide Show
Navigating a Slide Show
Creating a Custom Show
Using Slide Show View

Course Duration

One Day 9:00am to 4:00pm

Venue: 3-5 Bennett Street (Gr.
Fl.)

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