

# 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 be competent users of Word and should already be able to:

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

### Inclusions

- Comprehensive step-by-step training manual
- Free telephone support
- Light lunch and refreshments

### Exploring PowerPoint

- Working with 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
- Customizing 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 Color
- 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 Color
- Editing Text Fill Color
- 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
- Recoloring 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 Color 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