

Microsoft PowerPoint 2007 Fundamentals

Overview

The skills and knowledge acquired in Microsoft PowerPoint 2007 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft PowerPoint 2007 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft PowerPoint 2007 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft PowerPoint 2007 Fundamentals you should be able to:

- find your way around PowerPoint and its screens
- find the information you need in Help
- work with existing presentations
- create new presentations
- add new slides to a presentation
- use text appropriately in your PowerPoint presentations
- use the drawing tools to create and manipulate a range of drawings in your presentations
- insert and manipulate pictures
- add, manage and use a range of Clip Art files
- use themes to enhance your presentations
- manage and manipulate slides within a presentation and between presentations
- print your presentations in a variety of different formats
- run a slide show with or without animation or transition effects
- create and manipulate a range of different chart types
- create and manipulate tables within a PowerPoint presentation
- use SmartArt graphics to communicate important information in your presentations
- identify the importance of planning a presentation

Course Duration is 1 Day

Course Code: P6M1

Topics

Get to Know PowerPoint 2007

Starting PowerPoint
 The PowerPoint Screen
 Using the Ribbon
 Using KeyTip Badges
 Minimising The Ribbon
 Shortcut Menus
 Using Shortcut Menus
 Understanding Dialog Boxes
 Launching Dialog Boxes
 The Quick Access Toolbar
 Customising the Quick Access Toolbar
 The Office Button
 Using The Office Button
 The Status Bar
 Customising The Status Bar
 Exiting Safely From PowerPoint

Getting Help

Understanding How Help Works
 Accessing The Help Window
 Browsing For Help
 Returning To The Home Page
 Using The Table Of Contents
 Searching Using Keywords
 Disconnecting Online Help
 Printing A Help Topic
 Working With Screen Tips

Working with Presentations

Opening Existing Presentations
 Switching Between Open Presentations
 Understanding PowerPoint Views
 Switching Between Views
 Closing a Presentation

Creating a Presentation

Designing A Presentation
 Presentation Methods & Hardware
 Creating a New Blank Presentation
 Using Installed or Online Templates
 Creating a Presentation based on a Theme
 Adding Text Using the Outline Pane
 Saving a Presentation

Working with Slides

Adding a Title and Content Slide
 Adding a Section Header Slide
 Adding a Table on a Slide
 Adding a Picture with Caption Slide
 Adding a Chart on a Slide
 Changing the Slide Layout

Text Techniques

Text Pointers
 Adding Text Using a Text Placeholder
 Adding Text into a Text Box
 Font Formatting
 Formatting Text
 Paragraph Formatting
 Managing Text in a Placeholder using AutoFit

Changing bullets and Numbering Styles
 Manipulating Placeholders
 Editing Text
 Using Undo and Redo

Drawing Objects

Drawing Tools
 Drawing Shapes
 Selecting Objects
 Moving or Copying Objects
 Deleting Objects
 Arranging Objects
 Grouping Objects
 Formatting Objects
 Resizing Objects
 Layering Objects and Changing their Order

Working with Pictures

Pictures Overview
 Using a Picture Placeholder
 Using the Insert Tab to Insert a Picture
 Inserting a Picture from the Clip Art Pane
 The Selection and Visibility Pane
 Using the Selection and Visibility Pane
 The Format Picture Tab
 Recolouring a Picture
 Changing the Picture Style
 Rotating and Flipping
 Cropping a Picture
 Resizing a Picture

Clip Art

The Clip Art Pane
 Searching in the Clip Art Pane
 Microsoft Clip Organizer
 Adding a Photo to the Clip Organizer
 Working with Clip Keywords
 Managing Clips
 Adding Online Clips to the Organizer

Themes

Applying a New Theme to a Presentation
 Theme Colours
 Theme Fonts
 Theme Effects
 Working with Backgrounds
 Changing the Page Setup

Slide Management

Using The Slide Sorter View
 Adding Slides From Other PowerPoint Files
 Adding Notes to Your Slides
 Greyscale and Colour Settings

Printing

Preview Options
 Previewing and Printing Slides
 Printing
 Printing Handouts
 Printing For Overhead Transparencies

Running a Slide Show

Running a Simple Slide Show
 Setting Slide Transitions
 Animation
 Custom Text Animation
 Using Custom Animation
 Custom Animation Contents
 Using Emphasis Custom Animation
 Advancing Slides
 Setting Up Slide Shows

Charts

Chart Types
 Creating a Chart
 Modifying the Chart Layout
 Adding Titles to a Chart
 Formatting the Axes
 Changing the Chart Style and Layout
 Editing and Selecting Chart Data
 Selecting Chart Elements
 Chart Formatting Options
 Formatting A Chart
 Changing Fill Colours
 Creating a Pie Chart
 Changing the Chart Type
 Manipulating Charts

Working with Tables

Adding a Table to a Slide
 Table Tools – The Design Tab
 Table Tools – The Layout Tab
 Creating a New Table
 Formatting the Table

Working with SmartArt

Understanding SmartArt
 Inserting SmartArt
 The SmartArt Text Pane
 Changing the SmartArt Style
 Changing The Colour of SmartArt Styles
 Changing the SmartArt Layout
 Adding a New Shape to a SmartArt Graphic
 The SmartArt Tools Format Tab
 Resizing and Moving SmartArt

Slide Masters

The Slide Master View
 Changing the Slide Master
 Changing Slide Layouts
 Inserting Slide Layouts and Placeholders
 Multiple Slide Masters and Master Layouts
 Inserting a New Slide Master
 The Handout Master and Notes
 Saving a New Presentation Template
 Using a Presentation Template

Design Considerations

Planning a Presentation
 The Environment
 The Audience
 Style Design and Layout