

PowerPoint 2007: Basic

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

SECTION 1: Getting Started

Lesson 1.1: Starting Out

What is Microsoft PowerPoint 2007?
Opening Microsoft PowerPoint
Interacting with PowerPoint
Closing Microsoft PowerPoint

Lesson 1.2: Slides

What is a Slide?
Adding a Slide
Deleting a Slide
Cutting, Copying and Pasting Slides
Text AutoFit

Lesson 1.3: Creating a Slide

Creating Text
Deleting Text
Selecting Text
Cutting, Copying and Pasting Text
Using the Format Painter
Using Find and Replace

Lesson 1.4: Working with a Presentation

Saving a Presentation for the Second Time
Opening a Presentation
Closing a Presentation
Using the Save As Command

Lesson 1.5: Getting Help in PowerPoint

Using the Help Screen
About Online Help
About Offline Help

SECTION 2: The New Interface

Lesson 2.1: Using the Quick Access Toolbar

About the Default Buttons
Adding Buttons
Removing Buttons
Customizing the Toolbar

Lesson 2.2: The Home Ribbon

Clipboard
Slides
Font
Paragraph
Drawing
Editing

Lesson 2.3: The Insert Ribbon

Table
Illustrations
Links
Text
Media Clips

Lesson 2.4: The Design Ribbon

Page Setup
Themes
Background

Lesson 2.5: The Animations Ribbon

Preview
Animations
Transition to This Slide

Lesson 2.6: The Slide Show Ribbon

Start Slide Show
Setup
Monitors

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Lesson 2.7: The Review Ribbon

- Proofing
- Comments
- Protect

SECTION 3: Editing Slides

Lesson 3.1: Placeholders

- Types of Placeholders
- Resizing Placeholders
- Moving a Placeholder
- Deleting Placeholders

Lesson 3.2: Formatting a Slide

- Add a Background Color
- Add Gradient Fills
- Add Textures or Pictures

Lesson 3.3: Other Formatting Tools

- Inserting Headers and Footers
- Inserting Slide Numbers
- Inserting the Date and Time

Lesson 3.4: Managing Slides

- The View Toolbar
- Rearranging Slides
- Using the Slides Tab
- Using the Outline View

SECTION 4: Adding Effects

Lesson 4.1: Formatting Text Using the Home ribbon

- Adjusting Font Size
- Adjusting Font Type
- Adding Effects
- Changing Text Color
- Changing Character Spacing
- Changing Font Case

Lesson 4.2: Formatting Text from the Fonts Dialogue Box

- Opening the Fonts Dialogue Box
- Using the Font Tab
- Using the Character Spacing Tab

Lesson 4.3: Creating a Bulleted or Numbered List from the Home Ribbon

- Adding Bullets
- Adding Numbers
- Customizing Bullets and Numbers
- Removing Bullets and Numbers
- Discontinuing Bullets and Numbers

Lesson 4.4: Using Paragraph Alignment

- Using Left, Right, Or Centre Alignment
- Using Justification
- Using Columns
- Changing Text Direction

SECTION 5: Printing and Viewing a Presentation

Lesson 5.1: Using Proofing Tools

- Spell Check
- Using AutoCorrect
- The Thesaurus
- Using the Research Task Pane
- Using the Translator
- Set Your Language

Lesson 5.2: Using Print Preview

- Opening Print Preview
- Using the Print Preview Toolbar
- Using the Print What Option
- Setting Print Options
- Printing Your Presentation