

Microsoft PowerPoint 2007 (Basic)

Course Outline

Lesson 1: Creating a Presentation with PowerPoint

- Getting to know the User Interface and the Ribbon
- Customize the Quick Access Toolbar
- Enter Text
- Save a Presentation
- Obtain Help

Lesson 2: Modifying a Presentation

- Edit Text
- Add Slides to a Presentation
- Modifying a Bulleted and Numbered List
- Arrange Slides and Navigate the Presentation
- Different Views
- Work with Themes

Lesson 3: Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

Lesson 4: Adding Graphics to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

Lesson 5: Working with Objects

- Insert Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Lesson 6: Adding Tables to a Presentation

- Insert a Table
- Format Tables
- Insert a Table from Microsoft Word

Lesson 7: Delivering a Presentation

- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation