



# Introduction to Microsoft PowerPoint 2007

## **About the Course**

### **Designed for**

This is a course with a high level of practical content, aimed at those who have not used Microsoft PowerPoint before. It is designed for candidates with widely differing experience and skill levels.

### **Teaching Approach**

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Requirements**

No previous experience of Microsoft PowerPoint is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

### **Course Material**

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration & Cost**

This training program is one day in duration.

## **Course Outline**

### **FIRST STEPS WITH PRESENTATIONS**

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

### **CREATING A PRESENTATION**

- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

### **MANIPULATING SLIDES**

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

### **THEMES**

- Applying a theme to a presentation

### **TEXT BOXES (PLACEHOLDERS)**

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)
- Compatibility issues when saving a presentation

### **SELECTING, COPYING MOVING, RESIZING AND DELETING TEXT**

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

### **SEARCHING YOUR PRESENTATION**

- Using Find
- Using Replace

### **FONT FORMATTING**

- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting



## **Course Outline Continued**

### **PARAGRAPH FORMATTING**

Text alignment  
Columns  
Modifying bullet point formatting  
Using numbering instead of bullet points  
Changing the list level  
Line spacing  
Using Outline view  
PowerPoint Notes  
Text direction  
Text alignment within a Text Box (placeholder)  
Text Autofit  
Using the Format Painter

### **SELECTING, COPYING MOVING, RESIZING AND DELETING ILLUSTRATIONS**

Selecting an illustration  
Moving an illustration  
Copying an illustration  
Deleting an illustration  
Resizing an illustration  
Stretching an illustration  
Copying illustrations between presentations  
Moving illustrations between presentations

### **INSERTING ILLUSTRATIONS**

Inserting Illustrations within PowerPoint  
Inserting pictures  
Inserting Clip Art  
Inserting Shapes  
Inserting text into a shape  
Inserting perfect circles or perfect squares  
Inserting SmartArt  
Inserting Charts

### **FORMATTING SHAPES**

Formatting the shape background fill colour style  
Formatting the shape line weight and style  
Formatting the shape line colour  
Applying a shadow to an illustration  
Modifying arrow line shapes and size  
Rotating or flipping an illustration  
Rotating illustrations by dragging with the mouse  
Layering illustrations to the front or back  
Aligning illustrations vertically  
Aligning illustrations horizontally

### **FORMATTING CHARTS**

Changing the chart type  
Changing the background colour in the chart  
Changing the column, bar, line or pie slice colours in the chart

### **ORGANISATION CHARTS**

What is an organisation chart?  
Creating an organisation chart  
Adding labels to items within an organisation chart  
Adding a co-worker to an organisation chart  
Adding a subordinates within an organisation chart  
Adding a manager within an organisation chart  
Removing an item from an organisation chart

### **MOVING, COPYING AND DELETING SLIDES**

Moving slides within a presentation or between presentations  
Copying slides within a presentation  
Deleting a slide or slides  
Copying slides between presentations  
Moving slides between presentations

### **SLIDE SHOWS**

Running a slide show  
Slide show transition effects  
Slide show animation effects

### **PRINTING**

Spell-checking  
Using Portrait or Landscape slide orientation  
Selecting your output format  
Visually inspect each slide before printing  
Printing a presentation

### **CUSTOMISING POWERPOINT**

Modifying PowerPoint options