

PowerPoint 2007 - Basic	
Overview	Students will learn the basic concepts and skills necessary to begin using PowerPoint 2007.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge. No prior experience with PowerPoint 2007 is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Explore the PowerPoint environment; open, run and close a presentation; use Help options. • Create a new presentation; add new slides; rearrange and delete slides; and insert slides from another presentation. • Format text and bulleted lists; use the Find, Replace, Cut, Copy, and Paste commands; and align text. • Draw objects by using tools in the Drawing group; format, modify, move, rotate, and delete drawn objects; add text; and apply formatting to drawn objects. • Use WordArt; add images to a slide and modify images by using the Picture Tools tab options; and add and modify clip art images. • Add a table to a presentation, enter text, and format the table; create and modify a chart by using the Create Chart. • Modify a presentation by using a template; using the Master Slide view; specify slide transitions and timings; add speaker notes and footers to a slide show; and set up a slide show for a speaker and for a kiosk. • Use Spell Check, AutoCorrect, and Thesaurus features; prepare a presentation to be shown by customizing and previewing it; use the Print dialog box and the Print Preview tab to specify printing options.

Topics covered in the comprehensive manual

Getting started

The PowerPoint window
Getting help

New presentations

Creating new presentations
Saving presentations
Rearranging and deleting slides
Using slides from other presentations

Graphics

WordArt
Pictures
Clip art

Formatting slides

Text formatting
Modifying text
Paragraph formatting

Drawing objects

Shapes
Modifying objects
Text in objects

Tables and charts

Tables
Charts
Diagrams

Modifying presentations

Templates and themes
Slide masters
Transitions and timings
Speaker notes
Setting up slide shows

Proofing and delivering presentations

Proofing presentations
Running presentations
Printing presentations