

Microsoft® Office PowerPoint® 2007 Level 1 of 2

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

Course Description

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- ✓ Get started with PowerPoint.
- ✓ Create a presentation.
- ✓ Format text on slides.
- ✓ Add graphical objects to a presentation.
- ✓ Modify objects on slides.
- ✓ Add tables to a presentation.
- ✓ Add charts to a presentation.
- ✓ Prepare to deliver a presentation.

Course Content

Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides

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

Adding Graphical Objects to a Presentation

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

Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Adding Tables to a Presentation

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

Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect