

Microsoft® Office PowerPoint 2007 – Level I

Course Description

Microsoft® Office PowerPoint 2007 – Level I teaches students how to create presentations. You will use a variety of commands, functions, and Microsoft Office PowerPoint 2007 capabilities. The course is designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally.

Who Should Attend

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows Level 1 course or have equivalent Microsoft Windows knowledge and experience.

Course Objectives

After completing this course, you will be able to:

- ↗ understand how Microsoft Office PowerPoint can be used to structure and create presentations
- ↗ change the setup for the presentation such as orientation or paper size
- ↗ create, edit, save, open, and close presentations
- ↗ recognize the different between Select and Edit mode when working with slide objects
- ↗ insert a variety of text objects onto a slide, including text boxes , tables and WordArt
- ↗ insert different illustration objects onto a slide such as pictures, shapes, charts or SmartArt diagrams
- ↗ organize or rearrange slides in the presentation
- ↗ preview and print documents

Courseware Outline

Lesson 1: Introducing PowerPoint

Lesson Objectives
Overview
Looking at the PowerPoint Screen
Structuring a Presentation
Creating New Presentations
Organizing Files
Changing the Page Setup
Organizing Slides
Changing the View
Lesson Summary
Review Questions

Lesson 2: Working with Text

Lesson Objectives
Working with Text in a Presentation
Using Bullets and Numbering
Formatting Text Content
Manipulating Text Content
Lesson Summary
Review Questions

Lesson 3: Working with Text Content

Lesson 3 Objectives
Using Text Boxes
Lesson Summary
Review Questions

Lesson 4: Working with Illustrations and Shapes

Lesson Objectives
Using Pictures
Inserting Clip Art
Inserting Shapes
Modifying Illustrations and Shapes
Arranging Illustrations and Shapes
Lesson Summary
Review Questions

Lesson 5: Working with SmartArt

Lesson Objectives
Creating a SmartArt Diagram
Modifying SmartArt Diagrams
Lesson Summary
Review Questions

Lesson 6: Working with Charts and Tables

Lesson Objectives
Inserting Charts
Using Tables
Formatting the Table
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of the Basics
Appendix B: Answers to Review Questions
Appendix C: Courseware Mapping
Appendix D: Glossary of Terms
Appendix E: Index