

Training Specification

Course: Microsoft PowerPoint 2007 Level 1; Introduction

Duration: One-Day

**COURSE
OBJECTIVES:**

- Create and edit simple presentations
- Enhance presentations by formatting
- Use the drawing tools to create and edit logos & pictures
- Insert objects
- Apply Slide design
- Set-up presentations for printing purposes
- Create and automate screen shows

**WHO SHOULD
ATTEND:**

PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

**EXPERIENCE
NEEDED:**

Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

COURSE CONTENT

1: PowerPoint Basics

Getting Started with PowerPoint 2007
Starting PowerPoint
Opening an Existing Presentation
Identify Elements of the PowerPoint Window
The Ribbon
Moving Between Slides
Using PowerPoint Help
Using the Help Table of Contents Index
To use the Help Topics Index:
Changing PowerPoint Views
Changing the Zoom Level
Viewing the Presentation in Outline View
Viewing the Presentation in Slide Sorter View
Ending a PowerPoint Session
Closing a Presentation

3: Enhancing a Presentation

Changing Text Appearance
Changing the Font Size
Applying Font Styles and Effects
Changing Text Colour
Aligning Text
Adjusting Line Spacing
Using the Rulers
Changing Slide Sequence
Rearranging Slides in Outline View
Creating Notes Pages and Handouts
Formatting Handouts
Printing Notes Pages and Handouts
Checking Your Work

2: Creating a Presentation

Beginning a New Presentation
Using a Template to Begin a New Presentation
Adding Text and Slides
Adding a New Slide in Normal View
Entering Text in a Bulleted List
Adding Slides and Text in Outline View
Using AutoCorrect
Editing Text and Slides
Using the Undo and Redo Commands
Using Find and Replace
Deleting Slides

4: Creating Visual impact

Drawing Objects
Drawing AutoShapes
Drawing Rectangles and Squares
Drawing Ellipses and Circles
Drawing Straight and Curved Lines
Selecting and Deselecting Objects
Duplicating an Object
Editing Objects
Changing Line Colours and Applying Shadows
Changing the Line Style and the Dash Style
Moving Objects
Resizing Objects
Adding Object Text and Clip Art
Adding Clip Art to a Slide

Related Courses:

Microsoft PowerPoint Level 2

For further information please contact us:

Tel: 0118 3059002

Email: info@sueparsonstraining.co.uk

Web: www.spct.co.uk