

PowerPoint 2007 Level 1

1-day course
Course Code: P171

Who should attend? This course is intended for new users of PowerPoint 2007.

Prerequisites Windows Vista, Windows XP, or Windows 2000

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Identify PowerPoint 2007 screen elements and terms to use the program efficiently
- Use outlines to organize the text of your presentations
- Display a consistent look throughout presentations by using slide themes and the theme Slide Master
- Enhance your presentations by using PowerPoint 2007 layouts and formatting tools
- Modify your presentations for a more organized display of information
- Polish presentations by adding WordArt, SmartArt, and objects and inserting pictures
- Produce an on-screen slide show

Course Content

Getting Started

Understanding Presentation Concepts; Getting Started

Creating a New Presentation

Creating a New Presentation; Organizing Text in Outlines

Working with Themes and Masters

Understanding Themes and Styles; Modifying the Theme Slide Master

Designing a Presentation

Applying Slide Layouts; Formatting Text

Making Modifications

Formatting Bullets; Editing a Presentation

Enhancing Presentations with Objects

Adding and Modifying WordArt; Adding and Formatting SmartArt; Adding & Managing Objects; Adding Graphics

Producing a Presentation

Building a Slide Show; Running a Slide Show
