

# POWERPOINT 2007 LEVEL 1

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**Overview:** In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

**Course Objective:** 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.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows 2000: Introduction

**Course length:** 1 day

**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.

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## Course Content

**Lesson 1: Getting Started with PowerPoint**

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

**Lesson 2: Creating a Presentation**

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

**Lesson 3: Formatting Text on Slides**

Apply Character Formats  
Apply Paragraph Formats  
Format Text Placeholders

**Lesson 4: Adding Graphical Objects to a Presentation**

Insert Clip Art and Pictures  
Draw Shapes  
Insert WordArt

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## **Lesson 5: Modifying Objects**

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

## **Lesson 6: Adding Tables to a Presentation**

Create a Table  
Format Tables  
Insert a Table from Microsoft Word

## **Lesson 7: Inserting Charts in a Presentation**

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

## **Lesson 8: Preparing to Deliver a Presentation**

Review Content  
Add Transitions  
Apply an Animation Effect  
Create Speaker Notes  
Print a Presentation



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