

# Microsoft® PowerPoint 2007 – Introduction

## Duration: 1 day

This course is designed for delegates who are new to using PowerPoint. Delegates will learn the basic skills necessary to begin effectively creating presentations with clarity and visual impact.

## Objectives

Upon completion of this course participants will be able to:

- Start the PowerPoint program and identify on-screen features
- Change a slide layout and apply a design template
- Move, copy and edit slides
- Format text and format painter
- Use PowerPoint's drawing tools within a slide
- Incorporate Clip Art and SmartArt in to a slide
- Use slide options and slideshow options
- Insert tables from Word
- Organise slides and use the slide print functions

### Using Basic Presentation Skills

- Entering text into a presentation
- Adding a new slide

### Working with Presentations

- Navigating slides
- Changing the slide layout
- Changing the design template

### Editing & Proofing Text

- Moving/copying text between slides
- Using undo and redo

### Formatting Presentation Text

- Changing text
- Using the format painter

### Formatting Bullets & Numbers

- Creating bulleted and numbered lists
- Creating multi-level lists

### Printing

- Selecting page setup options
- Printing slides
- Printing handouts and note pages

### Using Graphic Images

- Working with graphics
- Using the insert Clip Art task pane

- Using slide layouts
- Inserting, cropping, moving, formatting & resizing a picture

### Using Slide Sorter View

- Selecting multiple slides
- Moving slides in slide sorter view
- Duplicating slides in slide sorter view
- Copying slides in slide sorter view
- Deleting slides in slide sorter view

### Using Slide Show View

- Running a slide show
- Navigating a slide show
- Using the pen tool to annotate
- Changing the pen tool colour

### Creating Basic Charts

- Using charts in presentations
- Creating a chart
- Deleting data from the datasheet
- Entering the data into the datasheet
- Changing the chart type

### Using SmartArt

- Creating SmartArt diagrams
- Editing SmartArt
- Using the SmartArt ribbon bars

- **Using Tables**
- Inserting a Word table
- Editing a Word table
- Using table Autoformat
- Adjusting table cells

### **Further Development**

- Microsoft® PowerPoint – Intermediate/Advanced 2007
- Presenting with Confidence