

PowerPoint 2007 Intro/Intermediate



Duration: **2 Days** Course Code: **I-G043**

This two day workshop provides practical hands on experience on creating and modifying presentations using PowerPoint 2007.

Learning Outcomes

By the end of this course students will be able to: Create, Save and Print Presentations, Create Slides and Modify Slide Layout, Work with and Modify Text, Use various Editing Views, Design Templates and Backgrounds, Insert and Format Clipart, Create Tables, Graphs & Organisation Charts, Create Build Effects, Present, Animate and Modify Presentations. Use Keyboard shortcuts effectively.

Prerequisites

This course is designed for students with limited or no knowledge of PowerPoint 2007. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Why use PowerPoint
- The PowerPoint screen
- Using the Office Ribbon

File Operations

- Saving, Closing and Opening your Presentations
- Additional open and save options
- Handling multiple Presentations
- Exiting PowerPoint

Working with Slides

- Working with Normal, Outline, Slide, Slide Sorter and Slide Show Views
- Adding New Slides
- Changing Slide Layouts

- Moving between Slides
- Undoing and Redoing Actions

Working with Text

- Setting Field Properties
- Selecting Text and Slides
- Deleting Text
- Promoting and Demoting Points
- Creating a Text Box
- Adding Symbols and Special Characters
- Finding and Replacing Text
- Importing an Existing Word Document

Formatting Text

- Formatting Text and Paragraphs
- The Font Dialogue Box
- Copying Existing Formats
- Bullets and Numbering
- Adjusting and Working with Indents

Design Themes and Masters

- Working with Design Themes
- Title and Slide Masters
- Adding Headers and Footers

Reorganising Text & Slides

- Re-Using Slides
- Duplicating Slides

Reviewing Style and Accuracy

- Spelling and Grammar
- Working with Comments
- Autofit & Autocorrect

Drawing and Clipart

- Inserting and Modifying Clipart
- Working with Drawing Objects
- Inserting Smart Art
- Inserting Word Art
- Adding and Modifying WordArt Text

Creating Tables

- Creating Tables
- Drawing, Editing and Formatting Tables
- Inserting Rows and Columns
- Altering Column Widths

Organisation Charts

- Creating Org Charts
- Modifying Organisation Charts
- Changing Grouping Styles

Charts and Graphs

- Create, Edit and Formatting Charts
- Edit Data in the Datasheet
- Saving Chart Formatting

Printing & Page Setup

- Modify Page Setup, Print in a Specified Format & Preview in Black & White
- Export Slides to Word

Slide Shows

- Run Manual Slideshows
- Apply Slide Transitions
- Animate Objects
- Run Timed Slide Shows