

PowerPoint 2007

What does this course offer you?

In this course you will get to know basic and advanced functions of PowerPoint 2007. You will work with different slide layouts and become familiar with varying elements of the presentation. You will learn how to create charts and SmartArt Graphics. Furthermore you will work with different design templates. You will create professional presentations using integrated graphics and pictures as well as individually designed texts. The course concludes with using drawing objects.

What are the course requirements?

Being knowledgeable with using the mouse and keyboard

Number of lessons: 57

Learning Hours: 6

The primary subject matter of the course:

Chapter 1: What is PowerPoint?

- PowerPoint Presentations

Chapter 2: The Desktop

- Starting and Ending PowerPoint
- The PowerPoint Application Window
- Calling up Commands from the Ribbon and the Shortcut Menu

Chapter 3: First Steps with PowerPoint

- Entering the Presentation Title and Creating new Slides
- Working with Slides
- Filling Placeholders with Text
- Applying a Slide Layout
- Working with Slide Themes
- Saving and Closing Presentations

Chapter 4: Basics of Working with Presentations

- Creating new Presentations
- Page Formatting
- Opening Presentations
- Switching between opened Presentations
- Practice

Chapter 5: Editing Placeholders with Text Content

- Working with Placeholder Text Boxes
- Selecting Text in Placeholders
- Structuring Texts in Placeholders
- Deleting, Overwriting and Undoing
- Special Features for Text Entry

Chapter 6: Copying and Moving Elements

- Moving and Copying Items within a Presentation
- Moving and Copying Items Using the Clipboard

Chapter 7: Using the PowerPoint Help Function

- Quickly Getting Help with the Program

Chapter 8: Effectively Using the Views in PowerPoint

- Comparing the Views
- Working in Normal View, Outline View and Slide Sorter View

Chapter 9: Working with various Slide Elements

- Creating and Editing Charts
- Creating and Editing SmartArt Graphics
- Creating and Editing Tables
- Inserting Movies, Pictures and Sound Files
- Inserting Pictures and Media Clips as Files
- Selecting and Editing Slide Elements

Chapter 10: Slide Shows

- Controlling Slide Shows
- Creating Slide Shows with Slide Transition and Animation Effects

Chapter 11: Basic Text Formatting

- Creating, Editing and Formatting Text Boxes
- Simple Character Formatting
- Carrying Out Special Character Formatting
- Formatting Paragraphs
- Using Bullets and Numbering
- Setting Up Footers

Chapter 12: Finding, Correcting and Replacing Text

- Using the Spelling Checker
- Finding and Replacing Text

Chapter 13: Working with your own Templates

- Creating Templates with Slide Masters
- Designing Slide Masters and Master Layouts
- Saving Presentations as Templates and Opening them

Chapter 14: Printing Slides and Support Material

- Printing Slides and Support Material
- Creating Support Material

Chapter 15: Creating and Designing Drawing Objects

- Creating Drawing Objects and Changing their Size and Shape
- Shape Fill, Shape Outline, Shadow and Other Shape Effects
- Rotating, Flipping and Grouping Objects
- Labelling Objects
- Creating WordArt Objects
- Positioning Objects and Defining their Order
- Aligning and Distributing Objects

Chapter 16: Managing Presentations

- Setting Document Properties
- Using the Recovery Feature