

## Course Overview

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will learn how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to show a presentation electronically using slide show features, including how to animate text and objects. Also, you will learn how to setup and print presentations, audience handouts and speakers notes.

## Courses in the Microsoft PowerPoint Series

PowerPoint Level 1  
- 1 day -

PowerPoint Level 2  
- 1 day -

PowerPoint Level 3  
- 1 day -

## Course Preparation

Prerequisite Course: *Microsoft Windows - Level 1* or equivalent experience. You should be familiar with the use of a standard PC keyboard and the basics of Windows, including using a mouse or trackball, opening and closing windows, minimizing and maximizing windows, and using scroll bars.

## Course Topics

### Exploring PowerPoint

- Exploring the PowerPoint 2007 Environment
- Opening an Existing Presentation File
- Navigating through a Presentation
- Changing the View
- Viewing a Slide Show
- Using Online Help
- Saving and Closing a Presentation File

### Creating a New Presentation

- Creating a New Presentation
- Entering Text
- Saving a Presentation
- Adding a New Slide

### Editing a Presentation

- Editing Text
- Copying Text
- Removing Text with Cut
- Replacing Text
- Moving Text using Drag and Drop
- Moving Text using Cut and Paste
- Moving Bullets
- Changing Bullet Symbols
- Text Formatting an Individual Slide
- Changing the Slide Order
- Undoing an Action
- Copying a Slide
- Deleting a Slide
- Using the Slide Master
- Formatting Bulleted Lists in the Slide Master
- Reapplying a Slide Master
- Spell Checking a Presentation

### Working with PowerPoint Objects

- Working with PowerPoint Object
- Flipping, Rotating, and Adjusting Perspective
- Changing Object Colors
- Inserting Text in Objects
- Adding Text Boxes
- Copying Objects

### Working with Graphics

- Inserting ClipArt
- Inserting a Picture
- Using SmartArt Graphics

### Electronic Presentations

- Understanding Electronic Presentations
- Setting the Slide Order
- Creating Text Animation
- Creating Object Animation
- Adding Timings to an Animation
- Presentation Tips and Tricks

### Previewing and Printing

- Previewing a Presentation
- Changing Page Options
- Adding Headers and Footers
- Printing a Presentation
- Practice
- Review

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