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Course 50129A: Learn Microsoft Office PowerPoint 2007 Step by Step, Level 1

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista.

At Course Completion

After completing this course, students will be able to:

- Work in the PowerPoint environment.
- Open, move around in, and close a presentation.
- Display different views of a presentation.
- Save a presentation.
- Quickly create a presentation.
- Create a presentation based on a ready-made design.
- Convert an outline to a presentation.
- Reuse existing slides.
- Create a photo album.
- Enter text.
- Edit text.
- Add and manipulate text boxes.
- Correct and size text while typing.
- Check spelling and choose the best words.
- Find and replace text and fonts.
- Change the size, alignment, spacing, and look of text.
- Change the layout of a slide.
- Rearrange slides in a presentation.
- Apply a theme.
- Switch to a different color scheme.
- Use colors that are not part of the scheme.
- Add shading and texture to the background of a slide.
- Insert and modify clip art images.
- Preview and printing a presentation.
- Finalize a presentation.
- Show a presentation.

Course Outline

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Module 1: Introduction to PowerPoint 2007 This module explains how to work with presentations, including how to open, view, save, and close them.

Lessons

Working in the PowerPoint Environment
Opening, Moving Around in, and Closing a Presentation
Displaying Different Views of a Presentation
Saving a Presentation

Lab : Introduction to PowerPoint 2007

Explore the interface.
Explore ways to move around in a presentation.
Explore different views.
Save a new presentation in a new folder and an existing presentation in an existing folder.

After completing this module, students will be able to:

Give commands, and open and close presentations.
Move among slides and to specific slides in a presentation.
Look at presentations in different ways.
Save presentations.

Module 2: New Presentations

This module explains how to create presentations from templates, convert outlines to presentations, reuse existing slides, and create photo albums.

Lessons

Quickly Creating a Presentation
Creating a Presentation Based on a Ready-Made Design
Converting an Outline to a Presentation
Reusing Existing Slides
Creating a Photo Album

Lab : New Presentations

Create a presentation based on a presentation template.
Create a presentation based on a design template, and add and delete slides.
Import an outline as a presentation.
Import slides from an existing presentation.
Display photos in a photo album.



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After completing this module, students will be able to:

- Create presentations from different kinds of templates.
- Reuse outlines from other programs and reuse slides from other presentations.
- Import photos to create a photo album.

Module 3: Slide Text

This module explains how to enter and edit text; add and manipulate text boxes; check spelling and use the Thesaurus; find and replace text and fonts; and change the size, alignment, spacing, and look of text.

Lessons

- Entering Text
- Editing Text
- Adding and Manipulating Text Boxes
- Correcting and Sizing Text While Typing
- Checking Spelling and Choosing the Best Words
- Finding and Replacing Text and Fonts
- Changing the Size, Alignment, Spacing, and Look of Text

Lab : Slide Text

- Enter text in layout placeholders.
- Edit slide text.
- Create, size, position, and format text boxes.
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word.
- Replace a word and a font, and hide an object.
- Resize placeholders, and apply paragraph and character formatting.

After completing this module, students will be able to:

- Enter and edit text.
- Create and manipulate text boxes.
- Use AutoCorrect and AutoFit.
- Correct spelling errors and find the right word to use.
- Find and replace text and fonts.
- Resize placeholders, and use paragraph and character formatting to enhance text.

Module 4: Slide Layout and Order

This module explains how change the layout of slides and rearrange slides in a presentation.



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Lessons

Changing the Layout of a Slide
Rearranging Slides in a Presentation

Lab : Slide Layout and Order

Switch to a different layout, adjust it, and revert to the default layout.
Arrange slides in a presentation.

After completing this module, students will be able to:

Change to a different slide layout.
Change slide order in a presentation.

Module 5: Visual Enhancements

This module explains how to apply themes to presentations, change the color scheme or create a custom color scheme, change the color of specific elements, add backgrounds to presentations, and insert and customize clip art.

Lessons

Applying a Theme
Switching to a Different Color Scheme
Using Colors That Are Not Part of the Scheme
Adding Shading and Texture to the Background of a Slide
Inserting and Modifying Clip Art Images

Lab : Visual Enhancements

Switch to a different theme.
Switch to a different color scheme, and create a custom color scheme.
Change the color of specific elements.
Add background shading and texture.
Insert and customize a clip art image.

After completing this module, students will be able to:

Change the theme applied to a presentation.
Change a color scheme or create a custom color scheme.
Change the color of a specific element.
Change the slide background.
Add a clip art image to a slide.



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Module 6: Lights, Projector, Action!

This module explains how to preview and print a presentation, how to ensure that a presentation contains no inappropriate information before marking it as final, and how to present a presentation.

Lessons

Previewing and Printing a Presentation

Finalizing a Presentation

Showing a Presentation

Lab : Lights, Projector, Action!

Prepare a presentation for printing, and then print it.

"Scrub" a presentation, and mark it as final.

Deliver a presentation, and mark up slides.

After completing this module, students will be able to:

Check a presentation's layout in Print Preview, and then print it.

Finalize a presentation before distributing it.

Show a presentation and reinforce specific topics by marking up slides.