

# Microsoft® Office PowerPoint® 2007: Level 1

## Course Specifications

Course length: 1.0 day(s)

## Course Description

You may want to upgrade paper-based overhead presentations to an electronic format. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

**Course Objective:** You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

**Prerequisites:** To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge:

Windows XP: Introduction  
Windows XP Professional: Levels 1 and 2  
Windows 2000: Introduction

## Course Content

Lesson 1: Exploring the PowerPoint Environment  
Topic 1A: Explore the User Interface  
Topic 1B: Explore the Ribbon  
Topic 1C: Use Microsoft PowerPoint Help  
Topic 1D: Customize the Quick Access Toolbar

Lesson 2: Creating a Presentation  
Topic 2A: Create a Presentation  
Topic 2B: Save a Presentation  
Topic 2C: Add Slides to a Presentation  
Topic 2D: Use the PowerPoint Galleries  
Topic 2E: Work with Themes  
Topic 2F: Enter Text  
Topic 2G: Edit Text  
Topic 2H: Navigate Through a Presentation  
Topic 2I: Use the Various Presentation Views

Lesson 3: Formatting Text on Slides  
Topic 3A: Apply Character Formats  
Topic 3B: Apply Paragraph Formats  
Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation  
Topic 4A: Insert Clip Art and Pictures  
Topic 4B: Draw Shapes  
Topic 4C: Insert WordArt

Lesson 5: Modifying Objects  
Topic 5A: Work With Objects  
Topic 5B: Change Object Orientation  
Topic 5C: Format Objects  
Topic 5D: Group and Ungroup Objects  
Topic 5E: Arrange Objects

Lesson 6: Adding Tables to a Presentation  
Topic 6A: Create a Table  
Topic 6B: Format Tables  
Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation  
Topic 7A: Create a Chart  
Topic 7B: Edit Chart Data  
Topic 7C: Modify a Chart  
Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation  
Topic 8A: Spell Check  
Topic 8B: Arrange Slides  
Topic 8C: Add Transitions  
Topic 8D: Apply an Animation Effect  
Topic 8E: Create Speaker Notes  
Topic 8F: Print a Presentation  
Topic 8G: Package a Presentation

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[www.mjhtraining.com](http://www.mjhtraining.com)  
[info@mjhtraining.com](mailto:info@mjhtraining.com)

