

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: get started with PowerPoint; create a presentation; format text on slides; add graphical objects to a presentation; modify objects on slides; add tables to a presentation; add charts to a presentation; prepare to deliver a presentation.
- Target Student:** This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.
- Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

2. Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

3. Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

4. Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

5. Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

6. Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

7. Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

8. Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation