



Microsoft® Office PowerPoint 2007: Level 1

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 finalise a presentation to deliver it.

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.

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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic 1A: Explore the User Interface

Topic 1B: Navigate and View a Presentation

Topic 1C: Use Microsoft PowerPoint Help

Topic 1D: Enter Text

Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation

Topic 2A: Create a Presentation

Topic 2B: Edit Text

Topic 2C: Add Slides to a Presentation

Topic 2D: Arrange Slides

Topic 2E: Work with Themes

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: Review Content

Topic 8B: Add Transitions

Topic 8C: Apply an Animation Effect



Topic 8D: Create Speaker Notes

Topic 8E: Print a Presentation