

## ExecuTrain Course Outline

# Microsoft® Office PowerPoint® 2007: Level 1

ET84841

1 day

### 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. 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:

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

### 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.

Upon successful completion of this course, students will be able to:

- explore the PowerPoint environment.
- create a presentation. You will also add text and themes to 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.

## **Outline:**

### **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

### **Appendix A: Microsoft Office Specialist Program**