

## 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**

## ExecuTrain Course Outline

# Microsoft® Office PowerPoint® 2007: Level 2

ET84842

1 day

### Description:

As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation, and you are able to convey information effectively in a simple way. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

### Prerequisites:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

Windows XP: Introduction

Windows 2000: Introduction

Microsoft® Office PowerPoint® 2007: Level 1

### Objectives:

You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

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

- customize the PowerPoint environment.
- customize a design template.
- add diagrams to your presentation.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use PowerPoint to publish slides to a slide library and secure your presentations.
- finalize a presentation.

## **Outline:**

### **Lesson 1: Customizing the PowerPoint Environment**

Topic 1A: Personalize the PowerPoint Interface

Topic 1B: Customize Save Options

Topic 1C: Apply Advanced Customization Options

### **Lesson 2: Customizing a Design Template**

Topic 2A: Set Up a Slide Master

Topic 2B: Customize Slide Layouts

Topic 2C: Create Custom Themes

Topic 2D: Customize Bullets

Topic 2E: Add Common Slide Information

Topic 2F: Modify the Notes Master

Topic 2G: Modify the Handout Master

### **Lesson 3: Adding Diagrams to a Presentation**

Topic 3A: Create a Diagram

Topic 3B: Modify Diagrams

### **Lesson 4: Adding Special Effects to Presentations**

Topic 4A: Add Multimedia Elements

Topic 4B: Customize Slide Component Animation

### **Lesson 5: Customizing a Slide Show Presentation**

Topic 5A: Set Up a Custom Show

Topic 5B: Annotate a Presentation

Topic 5C: Create a Presenter-Independent Slide Show

Topic 5D: Set Up a Slide Show to Repeat Automatically

### **Lesson 6: Collaborating on a Presentation**

Topic 6A: Publish Slides to a Slide Library

Topic 6B: Share a Presentation

### **Lesson 7: Finalizing a Presentation**

Topic 7A: Review a Presentation

Topic 7B: Secure Presentations

Topic 7C: Publish a Presentation as a Web Page

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