



WWW.KQEINC.COM

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PowerPoint 2007 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. (Second Edition)

Who Should Attend:

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.

At Course Completion:

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.

Prerequisite(s) or equivalent knowledge:

Windows XP (new Version) – Level 1

Outline:

Lesson 1: Getting Started with PowerPoint

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

Lesson 2: Creating a Presentation



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

Lesson 3: Formatting Text on Slides

Apply Character Formats
Apply Paragraph Formats
Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures
Draw Shapes
Insert WordArt

Lesson 5: Modifying Objects

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

Lesson 6: Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

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

Lesson 8: Preparing to Deliver a Presentation



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