



## **MS PowerPoint 2007 - Introduction**

### Introduction:

The skills and knowledge acquired in this course are sufficient to be able to create real-world presentations. You will also learn how to add themes, run a slide show, print, publish presentations.

### Learning Outcomes:

At the completion of this courseware participants will be able to:

- work with the basic features of PowerPoint
- work & creating a new presentation
- learn how to add slides with different layouts
- insert and modify clip art in your presentation
- draw and work with shapes
- create and work with SmartArt
- navigate a slide show in PowerPoint
- use a range of printing techniques
- find the information you need in Help

### Course Content:

- Getting To Know PowerPoint
- Working With Presentations
- Creating A Presentation
- Slide Layouts
- Clip Art, Shapes & SmartArt
- Slide Show Navigation
- Printing & Getting Help

### Target Audience:

This course is designed for users who wish to use this application to present information.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

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### **Getting To Know PowerPoint**

Starting PowerPoint  
The PowerPoint Screen  
Using The Ribbon  
Using KeyTip Badges  
Minimising The Ribbon  
Shortcut Menus  
Using Shortcut Menus  
Understanding Dialog Boxes  
Launching Dialog Boxes  
The Quick Access Toolbar  
Customising The Quick Access Toolbar  
The Office Button  
Using The Office Button  
The Status Bar  
Customising The Status Bar  
Exiting Safely From PowerPoint

### **Working With Presentations**

Opening Existing Presentations  
Switching Between Open Presentations  
Understanding PowerPoint Views  
Switching Between Views  
Navigating A Presentation  
Using The Zoom Tool  
Closing A Presentation  
Returning To A Previous Presentation

### **Creating A Presentation**

Designing A Presentation  
Presentation Methods And Hardware

Creating A New Blank Presentation  
Using Installed Or Online Templates  
Creating A Presentation Based On A Theme  
Adding Text Using The Outline Pane  
Saving A Presentation  
Adding Slides And Text  
Previewing A Slide Show

### **Slide Layouts**

About Slide Layouts  
Adding A Title Slide  
Adding A Title And Content Slide  
Adding A Section Header Slide  
Adding A Table To A Slide  
Adding A Picture With Caption Slide  
Adding A Chart To A Slide  
Changing The Slide Layout

### **Clip Art**

Inserting Clip Art  
Resizing Clip Art  
Modifying Clip Art  
Modifying Elements Of Clip Art  
Applying Effects To Clip Art  
Rotating Clip Art  
Inserting Clips From The Organiser

### **Shapes**

About The Shapes Gallery  
Drawing Arrows And Lines  
Drawing Shapes  
Working With Shapes  
Arranging Shapes  
Adding Connectors To Shapes  
Adding Text To Shapes  
Grouping Shapes  
Formatting Shapes  
Layering Shapes  
Adding A SmartArt Graphic  
Formatting A SmartArt Graphic

### **SmartArt**

Understanding SmartArt  
Creating An Organisation Chart  
Typing Text Using The Text Pane  
Adding Peers  
Adding Subordinates  
Adding An Assistant  
Promoting And Demoting  
Switching Right To Left  
Changing The Layout  
Changing Colours  
Changing SmartArt Styles  
Deleting A Shape From SmartArt

### **Slide Show Navigation**

Using Slide Sorter View  
Reusing Slides  
Adding Notes To Your Slides  
Slide Numbers  
About Hyperlinks

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Creating An Internal  
Hyperlink  
Creating A Hyperlink To  
Another  
Presentation  
Creating A Hyperlink To  
Another  
Application  
Keyboard Shortcuts For  
Navigating Slide Shows  
Presenting A Slide Show

### **Printing**

Print Preview Options  
Previewing Slides  
Printing Slides  
Printing Handouts  
Printing Notes Pages  
Printing The Outline

### **Getting Help**

Understanding How Help  
Works  
Accessing The Help  
Window  
Browsing For Help  
Returning To The Home  
Page  
Using The Table Of  
Contents  
Searching Using Keywords  
Disconnecting Online Help  
Printing A Help Topic  
Working With Screen Tips  
Dialog Box Help  
Other Sources Of Help

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