



MS PowerPoint 2007  
Essentials



Wow them with your presentations!

## PowerPoint 2007 Essentials Training Course

### PowerPoint 2007 Essentials Training Course Foreword

PowerPoint is the world's premier presentation software. You can use PowerPoint to create and edit slides, and then to run the slide show while you deliver your presentation. Slides can have a variety of information on them, and you can add interest to your slides using formatting and animation. Microsoft's 2007 version of PowerPoint uses the new ribbon interface, and offers significant improvement to its graphical capability.

### Course length

1-day

### Learning Outcomes

- Open and close PowerPoint
- Create a presentation, either blank or from a template
- Open, close, and save presentations
- Use the Slide and Outline tab
- Add slides to a presentation and choose the layout
- Add text to slides
- Check spelling
- Change the font, size and colour of text
- Enhance text using character spacing, bold, italic and underline
- Use the Font dialog
- Modify bullets and numbering
- Change the alignment and spacing
- Use tabs and indents
- Move and copy text
- Use Undo and Redo
- Change the Slide background
- Change the presentation theme and colour scheme
- Add animation
- Add transitions
- Record narrations and time your slide show
- Run a slide show

## PowerPoint 2007 Essentials Training course outline

### PowerPoint 2007 Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

### PowerPoint 2007 Training Course - Lesson 2 **Opening and Closing PowerPoint**

- Opening PowerPoint
- Understanding the Interface
- Creating a Blank Presentation
- Closing PowerPoint

### PowerPoint 2007 Training Course - Lesson 3 **Working with Presentations**

- Creating a Presentation from a Template
- Saving Files
- Opening Files
- Closing Files

### PowerPoint 2007 Training Course - Lesson 4 **Your First Presentation**

- Adding Text to a Slide
- Adding a Slide
- Adding Text to the Content Placeholder
- Using the Slides Tab
- Checking Your Spelling

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## PowerPoint 2007 Training Course - Lesson 5 **Formatting Text**

- Changing Font Face and Size
- Changing the Font Colour
- Changing Character Spacing
- Adding Font Enhancements
- Clearing Formatting
- Using the Font Dialog

## PowerPoint 2007 Training Course - Lesson 6 **Formatting Paragraphs**

- Modifying Bullets and Numbering
- Changing Alignment
- Adjusting the Indent
- Using Tabs
- Changing Line Spacing

## PowerPoint 2007 Training Course - Lesson 7 **Working with Text**

- Using Cut, Copy, and Paste
- Using the Outline Tab
- Using Undo and Redo
- Finding and Replacing Text

## PowerPoint 2007 Training Course - Lesson 8 **Advanced Formatting Tasks**

- Using the Format Painter
- Changing the Slide Background
- Applying a Theme
- Changing the Colour Scheme
- Changing the Slide Layout

## PowerPoint 2007 Training Course - Lesson 9 **Customizing Slide Elements**

- Adding a Header or Footer
- Applying a Standard Animation
- Creating a Custom Animation
- Adding a Slide Transition
- Setting Slide Advance Options

## PowerPoint 2007 Training Course - Lesson 10 **Setting up Your Slide Show**

- Using the Set Up Show Dialog
- Recording a Narration
- Timing your Show
- Hiding Slides

## PowerPoint 2007 Training Course - Lesson 11 **Showtime!**





- Our Top Five PowerPoint Tips
- Starting a Show
- Navigating through the Show
- Changing Your Pointer
- Switching to a Blank Screen

## PowerPoint 2007 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

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