

## MICROSOFT POWERPOINT 2007 ESSENTIALS

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MS PowerPoint 2007  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Wow them with your presentations!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

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## MICROSOFT POWERPOINT 2007 ESSENTIALS COURSE OUTLINE

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### FOREWORD

PowerPoint is the world's premier presentation software. You can use PowerPoint to create and edit slides and then 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 improvements to its graphical capabilities.

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### 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 dialogue
- ▶ 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

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### MODULES

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## Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ Workshop Objectives

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## Lesson 2: Opening and Closing PowerPoint

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

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## Lesson 3: Working with Presentations

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

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## 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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## 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

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## Lesson 6: Formatting Paragraphs

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

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## Lesson 7: Working with Text

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

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## Lesson 8: Advanced Formatting Tasks

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

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## Lesson 9: Customising Slide Elements

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

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## Lesson 10: Setting up Your Slide Show

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

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## Lesson 11: Showtime!

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

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## Lesson 12: Wrapping Up

- ▶ Words from the Wise
  - ▶ Parking Lot
  - ▶ Action Plans & Evaluations
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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)