



Microsoft PowerPoint

Microsoft PowerPoint is a one-day, hands-on course that will teach you to use PowerPoint to deliver presentations with pizzazz. In this course, you will learn to use PowerPoint to design, present, and collaborate on presentations. Additionally you will learn about the latest and greatest features of PowerPoint such as Live Preview, themes, new custom layouts, presenter view and the enhanced special effects.

Target Student: Individuals with any level of experience who are interested in learning more about creating interesting and creative presentations using PowerPoint.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to design PowerPoint presentations and efficiently use the tools available in this powerful presentation program.

What's Next:

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

Flash Rich Content Creation Add animation and user interaction to your website with graphics, text and sound effects.

Adobe Presenter Learn to turn PowerPoint files into dynamic, self contained eLearning modules which can be delivered on their own, or integrated with Connect or other LMS systems.

Performance-Based Objectives

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

- Manipulate an existing PowerPoint presentation.
- Design and create a new PowerPoint presentation.
- Format text slides.
- Lay out slides efficiently.
- Create design templates and document themes.
- Save time using the Slide Master.
- Insert objects, tables, charts and SmartArt.
- Apply and use transition and animation effects.
- Add multimedia to slides.
- Set up presentations.
- Design oral presentations using slide notes.





Microsoft PowerPoint 1 Day

The Fundamentals

What's New in PowerPoint 2007?
Understanding the Program Screen and Ribbon
Using the Office Button and the Quick Access Toolbar
Using Contextual Menus, the Mini Toolbar and Help

Presentation Basics

Creating a New Presentation
Inserting Slides and Selecting a Layout
Opening and Navigating a Presentation
Using Undo, Redo and Repeat
Saving, Printing and Closing a Presentation

Inserting and Editing Text

Inserting Text and a Text Box
Editing, Cutting, Copying and Pasting Text
Using the Office Clipboard
Checking Spelling and Finding and Replacing Text
Inserting Symbols and Special Characters

Formatting Text

Changing Font Type, Size, Color and Style
Using the Font Dialog Box, Format Painter and WordArt

Viewing a Presentation

Changing Views
Using the Zoom Controls and Outline Pane
Working with the Presentation Window

Formatting a Presentation

Using Document Themes
Changing the Background of a Slide
Rearranging Slides
Adding Headers and Footers and Using the Slide Master
Working with Bulleted and Numbered Lists
Formatting Paragraphs
Working with Tabs and Indents and Changing Page Setup

Working with Objects

Working with Clip Art, Pictures, Graphics and Shapes
Resize, Move, Copy and Delete Objects
Applying Special Effects
Positioning, Grouping, Aligning and Distributing Objects

Working with Tables

Creating and Working with a Table
Adjusting Column Width and Row Height
Inserting and Deleting Rows and Columns
Merging and Splitting Cells
Applying a Table Style

Working with Charts and SmartArt

Inserting a Chart and Chart Data
Resizing and Moving a Chart
Changing Chart Type and Formatting a Chart
Working with Labels
Inserting and Formatting SmartArt
Converting Slide Text into SmartArt

Applying Transition and Animation Effects

Applying and Modifying a Transition Effect
Applying Standard and Custom Animation Effects
Modifying Animation Effects
Previewing a Transition or Animation Effect

Working with Multimedia

Inserting Sounds, CD Tracks and Movie Clips
Narrating a Presentation and Using Action Buttons

Finalizing a Presentation

Setting Up a Slide Show and Rehearsing Timings
Adding Comments to a Slide and Hiding a Slide
Marking a Presentation as Final

Delivering a Presentation

Delivering a Presentation on a Computer
Using the Pen and Making Annotations
Creating a Presentation that Runs by Itself
Using Presenter View and Creating a Custom Show

Collaborating with Others

Using the Document Inspector and Compatibility Checker
Packaging a Presentation
Saving a Presentation as PDF, XPS or a Web Page
Adding a Digital Signature to a Presentation
Password Protecting a Presentation
Publishing a Presentation to a Document Workspace

Working with Other Programs

Collaborating with Excel and Word
Modifying Embedded or Linked Content
Creating Handouts in Microsoft Word
Importing and Exporting an Outline

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Converting an Older Presentation to PowerPoint 2007
Recovering Your Presentations
Using Microsoft Office Diagnostics
Viewing Document Properties and Finding a File