

Course Description: In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

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.

Prerequisites: To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge: Windows XP: Introduction, Windows XP Professional: Level 1, Windows XP Professional: Level 2, and Windows 2000: Introduction.

Benefits of Attendance: Upon 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.

Course Outline:

Getting Started with PowerPoint

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

Creating a Presentation

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

Formatting Text on Slides

Apply Character Formats
Apply Paragraph Formats
Format Text Placeholders

Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures
Draw Shapes
Insert WordArt

Modifying Objects

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

Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Inserting Charts in a Presentation

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

Preparing to Deliver a Presentation

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