



Microsoft® Office PowerPoint 2007

Courseware #: 3138

Exam 77-603

Course Description

Microsoft® Office PowerPoint 2007 teaches students how to create and manage presentations. You will use a variety of commands and functions to create different items such as pictures, text boxes, shapes to enhance the text in the presentation. The course is designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Office Specialist Exam #77-603.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office PowerPoint 2007* will benefit from taking this course.

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Course Objectives

After completing this course, you will be able to:

- ↪ add and edit text in different views
- ↪ create a presentation using templates, themes or blank slides
- ↪ insert and delete slides
- ↪ modify slide layouts, themes and page setup
- ↪ change viewing options
- ↪ insert, modify, format, and delete text
- ↪ create, modify, format, and delete WordArt
- ↪ add and manipulate graphics from a variety of sources
- ↪ insert and modify shapes and illustrations
- ↪ create and modify a variety of SmartArt diagrams
- ↪ create and modify a chart
- ↪ create, format, and enhance a table
- ↪ create, modify and manipulate slide masters
- ↪ format a slide masters theme, background and color
- ↪ add, remove and modify animations
- ↪ add, remove and modify custom animations
- ↪ create notes and handouts
- ↪ set up and run the slide show
- ↪ use slide show presentation tools
- ↪ determine slide transitions and settings
- ↪ create a presentation from outlines
- ↪ import slides from another presentation
- ↪ insert hyperlinks, media clips, and sounds
- ↪ view and manage markups
- ↪ insert, modify and delete comments
- ↪ add a digital signature or password to protect a presentation
- ↪ remove hidden data and personal information from your presentation
- ↪ create self-running presentations
- ↪ publish a presentation to a web server
- ↪ use the Package for CD feature

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Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing PowerPoint

Lesson Objectives
Overview
Looking at the PowerPoint Screen
Structuring a Presentation
Creating New Presentations
Organizing Files
Changing the Page Setup
Organizing Slides
Changing the View
Lesson Summary
Review Questions

Lesson 2: Working with Text

Lesson Objectives
Working with Text in a Presentation
Using Bullets and Numbering
Formatting Text Content
Manipulating Text Content
Lesson Summary
Review Questions

Lesson 3: Working with Text Content

Lesson Objectives
Using Text Boxes
Using WordArt
Lesson Summary
Review Questions

Lesson 4: Working with Illustrations and Shapes

Lesson Objectives
Using Pictures
Inserting Clip Art
Inserting Shapes
Arranging Illustrations and Shapes
Lesson Summary
Review Questions

Lesson 5: Working with SmartArt

Lesson Objectives
Creating a SmartArt Diagram
Modifying SmartArt Diagrams
Lesson Summary
Review Questions

Lesson 6: Working with Charts and Tables

Lesson Objectives
Inserting Charts
Using Tables
Formatting the Table
Lesson Summary
Review Questions

Lesson 7: Working with Slide Masters

Lesson Objectives
Using Slide Masters
Formatting a Slide Master
Lesson Summary
Review Questions

Lesson 8: Using Animations

Lesson Objectives
Inserting Animations
Customizing Animations
Lesson Summary
Review Questions

Lesson 9: Finalizing the Presentation

Lesson Objectives
Creating Notes
Customizing Notes Master
Creating Handouts
Printing the Presentation
Printing Slides
Running the Slide Show
Setting Slide Show Options
Lesson Summary
Review Questions

Lesson 10: Using External Content

Lesson Objectives
Creating Presentations from Outlines
Creating Presentations from Word Outlines
Reusing Slides from an Existing Presentation
Inserting Hyperlinks
Inserting Media Clips
Using Sounds
Copying Elements on Slides
Lesson Summary
Review Questions

Lesson 11: Using Collaborative Features and Securing Shared Presentations

Lesson Objectives
Reviewing Presentations
Protecting Presentations
Identifying Compatibility Issues
Using the Document Inspector
Using Information Rights Management
Marking Presentations as Final
Saving With Specific File Types
Packaging Presentations for a CD
Lesson Summary
Review Questions

Lesson 12: Preparing and Rehearsing Presentation Delivery

Lesson Objectives
Customizing the Slide Show
Rehearsing the Presentation
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of Basics
Appendix B: Apply Your Skills Exercises
Appendix C: Answers to Review Questions
Appendix D: Microsoft Office PowerPoint 2007 Exam Objectives
Appendix E: Glossary of Terms
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