

## PowerPoint 2007 - Level 1

Days of Training: 1

### Overview

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. (Second Edition)

### Prerequisites

Windows XP (New Version) - Level 1

### Next Steps

PowerPoint 2007 - Level 2

### Lesson 1: Getting Started with PowerPoint

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

### Lesson 2: Creating a Presentation

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

### Lesson 3: Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

### Lesson 4: Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

### Lesson 5: Modifying Objects

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

### Lesson 6: Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

### Lesson 7: Inserting Charts in a Presentation

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

### Lesson 8: Preparing to Deliver a Presentation

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

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## PowerPoint 2007 - Level 2

Days of Training: 1

### Overview

In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)

### Prerequisites

PowerPoint 2007 - Level 1

### Lesson 1: Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

### Lesson 2: Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

### Lesson 3: Adding Diagrams to a Presentation

- Create a Diagram
- Modify Diagrams

### Lesson 4: Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

### Lesson 5: Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Creating a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

### Lesson 6: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

### Lesson 7: Securing and Distributing a Presentation

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page

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