

Microsoft ®

# PowerPoint 2007

## Course Outline

Foundation Level

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### FIRST STEPS WITH PRESENTATIONS

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

### CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

### MANIPULATING SLIDES

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

### THEMES

- Applying a theme to a presentation

### TEXT BOXES (PLACEHOLDERS)

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)
- Compatibility issues when saving a presentation

### SELECTING, COPYING MOVING, RESIZING AND DELETING TEXT

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

### SEARCHING YOUR PRESENTATION

- Using Find
- Using Replace

### FONT FORMATTING

- Font formatting options

- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting

### PARAGRAPH FORMATTING

- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Line spacing
- Using Outline view
- PowerPoint Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text Autofit
- Using the Format Painter

### SELECTING, COPYING MOVING, RESIZING AND DELETING ILLUSTRATIONS

- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations

### INSERTING ILLUSTRATIONS

- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting SmartArt
- Inserting Charts

### FORMATTING SHAPES

- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size

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- Rotating or flipping an illustration
  - Rotating illustrations by dragging with the mouse
  - Layering illustrations to the front or back
  - Aligning illustrations vertically
  - Aligning illustrations horizontally

#### **FORMATTING CHARTS**

- Changing the chart type
- Changing the background colour in the chart
- Changing the column, bar, line or pie slice colours in the chart

#### **ORGANISATION CHARTS**

- What is an organisation chart?
- Creating an organisation chart
- Adding labels to items within an organisation chart
- Adding a co-worker to an organisation chart
- Adding a subordinates within an organisation chart
- Adding a manager within an organisation chart
- Removing an item from an organisation chart

#### **MOVING, COPYING AND DELETING SLIDES**

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

#### **SLIDE SHOWS**

- Running a slide show
- Slide show transition effects
- Slide show animation effects

#### **PRINTING**

- Spell-checking
- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing a presentation

#### **CUSTOMISING POWERPOINT**

- Modifying PowerPoint options