



INTRODUCTION TO POWERPOINT 2007

COURSE DURATION: 1 Day

PowerPoint is a hugely valuable communication tool that, when used capably, can be very persuasive and impressive. This course covers everything required to create a slide show relating every topic with the professionalism that can be achieved, and the dangers of ignoring this aspect of the program.

PRE-REQUISITES

No previous Word experience is required but some knowledge of the operating system, plus basic mouse and keyboarding skills is essential.

COURSE OUTLINE

Introduction to the 2007 look

- The reasoning behind the changes
- Exploring the accessibility of tool
- Finding old favourites

The PowerPoint environment

- Creating new presentations
- Saving presentations
- Text formatting
- Modifying text
- Paragraph formatting

Drawing objects

- Drawing shapes
- Modifying and formatting objects
- Adding text to shapes

Using Graphics

- Inserting WordArt
- Inserting and manipulating pictures
- Using Clip art

Animating slides

- Introducing animation
- Discussion of the correct use of animation
- Recommended effects

Using charts and tables

- Inserting tables
- Creating charts
- Inserting, management diagrams
- Formatting and modifying diagrams

Modifying presentations

- Introducing slide masters
- Using Slide Sorter view
- Rearranging and deleting slides
- Using slides from other presentations
- Setting transitions and timings

Presentation output options

- Printing speaker notes and handouts
- Printing presentations
- Setting up slide shows
- Checking and testing presentations
- Running presentations

CREATIVITY AND EFFICIENCY

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