

Course Outline

PowerPoint

PowerPoint Level 1

Aimed at the novice user who needs to know the basics of good business presentation design using Text, Graphics & Animations

PowerPoint Level 2

Aimed at the self taught or anyone who is familiar with the essentials of PowerPoint & wants to create powerful presentations using Multimedia & Animation

Microsoft PowerPoint 2007 Level 1– Communicating Ideas & Information with Microsoft PowerPoint

General Description

The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 1 are sufficient to be able to create real-world presentations. You will also learn how to add themes, run a slide show, print and publish presentations.

Outcomes

At the completion of this course participants will be able to:

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- learn how to add slides with different layouts
- insert and modify clip art in your presentation
- draw and work with shapes
- create and work with SmartArt
- navigate a slide show in PowerPoint
- use a range of printing techniques
- find the information you need in Help

Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm



Microsoft Partner
Gold Learning
Silver Desktop

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

 **1300 86 87246**

1300 TO TRAIN

Course Outline

➤ Getting To Know PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint
- Practice Exercise

➤ Working With Presentations

- Opening Existing Presentations
- Switching Between Open Presentations
- Understanding PowerPoint Views
- Switching Between Views
- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
- Returning To A Previous Presentation
- Practice Exercise

➤ Creating A Presentation

- Designing A Presentation
- Presentation Methods And Hardware
- Creating A New Blank Presentation
- Using Installed Or Online Templates
- Creating A Presentation Based On A Theme
- Adding Text Using The Outline Pane
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show
- Practice Exercise

➤ Slide Layouts

- About Slide Layouts
- Adding A Title Slide

- Adding A Title And Content Slide
- Adding A Section Header Slide
- Adding A Table To A Slide
- Adding A Picture With Caption Slide
- Adding A Chart To A Slide
- Changing The Slide Layout
- Practice Exercise

➤ Clip Art

- Inserting Clip Art
- Resizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Applying Effects To Clip Art
- Rotating Clip Art
- Inserting Clips From The Organiser
- Practice Exercise

➤ Shapes

- About The Shapes Gallery
- Drawing Arrows And Lines
- Drawing Shapes
- Working With Shapes
- Arranging Shapes
- Adding Connectors To Shapes
- Adding Text To Shapes
- Grouping Shapes
- Formatting Shapes
- Layering Shapes
- Adding A SmartArt Graphic
- Formatting A SmartArt Graphic
- Practice Exercise

➤ SmartArt

- Understanding SmartArt
- Creating An Organisation Chart
- Typing Text Using The Text Pane
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt
- Practice Exercise

➤ Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Notes To Your Slides

- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Presenting A Slide Show
- Practice Exercise

➤ Printing

- Print Preview Options
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline
- Practice Exercise

➤ Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help