

PowerPoint 2007/2010 Level 1 - Online

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| Audience | This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of PowerPoint or presentation/graphics programs is required. |
| Description | The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with the PowerPoint program. Creating a presentation is covered by developing a single case study presentation. Students create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show. |
| Objectives | Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create a new presentation and open an existing one■ Create title and content slides■ Save and close a presentation■ Edit text slides■ Use the slide master■ Use spell check in the presentation■ Move and copy text within the presentation■ Modify the slide master■ Apply Themes■ Insert and modify pictures and Clip Art■ Add SmartArt to a slide■ Add drawings such as circles, lines, and boxes■ View the presentation in different ways■ Add notes to the presentation■ Print slides, notes pages, the presentation outline, or handouts■ Prepare a slide show using transitions and animation effects■ Give a slide show |
| Length | 3 hours |

I. PowerPoint Basics

- A. What is PowerPoint?
- B. Understanding the Screen
- C. Understanding the Views

- D. What is a Placeholder?
- E. Creating a New Presentation
- F. Creating a New Text Slide
- G. Saving and closing a Presentation



- H. Opening an Existing Presentation
- I. Exiting PowerPoint

II. Editing and Formatting Slides

- A. Selecting Text and Moving Around the Presentation
- B. Spell Checking a Presentation
- C. Moving and Copying Text
- D. Using Microsoft Office PowerPoint Help
- E. Formatting Text
- F. Understanding Templates
- G. Working with the Slide Master
- H. Applying a Theme
- I. Creating a Footer
- J. Positioning a Paragraph
- K. Changing the Bullets

III. Adding Graphics to Slides

- A. Inserting a Picture
- B. Inserting Clip Art
- C. Adding SmartArt
- D. Drawing Shapes
- E. Selecting Graphics
- F. Adjusting a Graphic's Size and Position
- G. Grouping Graphics
- H. Formatting Graphics
- I. Moving and Copying Graphics
- J. Adding Text to a Graphic
- K. Arranging Overlaying Graphics

IV. Viewing and Printing the Presentation

- A. Using Different Presentation Views
- B. Using Slide Sorter View
- C. Adding Notes to Slides
- D. Printing the Presentation
- E. Printing Slides with Notes

- F. Printing Slides as Handouts
- G. Setting Transition Effects
- H. Applying Preset Animations
- I. Setting up the Slide Show
- J. Giving a Slide Show
- K. Using Package for CD