

# Microsoft PowerPoint 2007 – Introduction



This course is designed for the new or inexperienced user. Delegates attending the course will be able to create professional looking presentations, animate them, modify the style and appearance and use the various tools and shortcuts available within PowerPoint to do so in an efficient and timely manner. *This course can be tailored to your specific needs.*

**Duration:** 1 Day

## PowerPoint 2007 Orientation

- ▶ The PowerPoint screen
- ▶ Using the Ribbon
- ▶ Using Shortcuts
- ▶ The Quick Access Toolbar
- ▶ Understand the Status Bar
- ▶ Exiting PowerPoint

## Working with Presentations

- ▶ Open an Existing Presentation
- ▶ Navigate through a Presentation
- ▶ Switch Between Views
- ▶ Close a Presentation

## Creating a Presentation

- ▶ Create a new presentation
- ▶ Add text using the outline pane
- ▶ Save a presentation

## Text Techniques

- ▶ Text placeholders
- ▶ Add text directly to a slide
- ▶ Format text
- ▶ Use the Autofit option
- ▶ Bullets and numbering
- ▶ Delete a text Placeholder
- ▶ Undo and Redo

## Tables

- ▶ Create a Table
- ▶ Overview of Table Tools
- ▶ Format a table

## Pictures

- ▶ Insert a picture
- ▶ Use the Selection and Visibility pane
- ▶ Format pictures
- ▶ Rotate and flip pictures
- ▶ Crop and resize pictures

## Clip Art

- ▶ Search for Clip Art

## Charts

- ▶ Creating a Chart
- ▶ Modifying Charts

## SmartArt

- ▶ Insert SmartArt
- ▶ Format SmartArt

## Organisation Charts

- ▶ Create an Organisation Chart
- ▶ Format an Organisation Chart

## Printing

- ▶ Printing Options
- ▶ Previewing and Printing Slides
- ▶ Printing Handouts, Notes and the Outline

## Running a Slide Show

- ▶ Run a Slide show
- ▶ Use Slide Transitions
- ▶ Custom Animation
- ▶ Advance Slides Automatically



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