

Microsoft PowerPoint 2007 - Introduction

General Description

Create, present and print presentations incorporating text, pictures, tables, shapes and SmartArt.

Learning Outcomes

- Navigate the PowerPoint screen, use the Ribbon and customise the Quick Access Toolbar
- Open, manage and navigate existing presentation files
- Create new presentations with text content based on templates and themes
- Add new slides with various layouts and change the layout of an existing slide
- Insert, resize, modify and rotate Clip Art
- Draw shapes, add connectors and text to shapes, group shapes and add a formatted SmartArt graphic
- Use SmartArt to create and alter the layout and formatting of an organisation chart
- Organise slides with Slide Sorter view, create hyperlinks and present a slide show
- Print slides, handouts, notes pages and a text outline
- Access the Help window, search Help using keywords and print Help topics

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to know PowerPoint

Working with Presentations

Creating a Presentation

Slide Layouts

Clip Art

Shapes

SmartArt

Slide Show Navigation

Printing

Getting Help