

## PowerPoint Introduction / Intermediate – 1 day



### Course Objectives

Learn the fundamentals of creating PowerPoint Presentations. By the end of this course, students will be able to create, save and print presentations, create slides and modify slide setup, work with and format text, use the various editing views, work with the slide master and backgrounds, insert and work with clip art and pictures.

### Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage. This course assumes no knowledge of PowerPoint.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Certified Application Specialist

Following the PowerPoint Introduction / Intermediate and PowerPoint Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam –**PowerPoint 2007 (77-603)**.

### PowerPoint 2007 Orientation

- The PowerPoint Screen
- Using the Ribbon
- Using KeyTip Badges
- Minimising the Ribbon
- Shortcut Menus
- Launching Dialog Boxes
- Customising the Quick Access Toolbar
- Using the Office Button
- Customising the Status Bar

### Working with Presentations

- Opening Existing Presentations
- Switching Between Open Presentations
- Understanding PowerPoint Views
- Switching Between Views
- Closing a Presentation

### Creating a Presentation

- Designing A Presentation
- Presentation Methods & 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

### Text Techniques

- Text Pointers
- Adding Text Using a Text Placeholder
- Adding Text into a Text Box
- Font Formatting
- Formatting Text
- Paragraph Formatting
- Managing Text in a Placeholder using AutoFit
- Changing Bullet and Numbering Styles
- Manipulating Placeholders
- Editing Text
- Using Undo and Redo

### Slide Management

- Using the Slide Sorter View
- Adding Slides from Other PowerPoint Files
- Adding Notes to Your Slides
- Greyscale and Colour Settings



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**Clip Art**

- Searching in the Clip Art Pane
- Microsoft Clip Organizer
- Adding a Photo to the Clip Organizer
- Working with Clip Keywords
- Managing Clips
- Adding Online Clips to the Organizer

**Working with Pictures**

- Pictures Overview
- Using a Picture Placeholder
- Using the Insert Tab to Insert a Picture
- Inserting a Picture from the Clip Art Pane
- The Selection and Visibility Pane
- Using the Selection and Visibility Pane
- The Format Picture Tab
- Recolouring a Picture
- Changing the Picture Style
- Rotating and Flipping
- Cropping a Picture
- Resizing a Picture

**Slide Masters**

- The Slide Master View
- Changing the Slide Master
- Slide Layouts
- Changing Slide Layouts
- Inserting Slide Layouts and Placeholders
- Multiple Slide Masters and Master Layouts
- Inserting a new Slide Master
- The Handout Master and Notes Master
- Saving a New Presentation Template
- Using a Presentation Template

**Drawing Objects**

- Drawing Tools And Drawing Shapes
- Selecting Objects
- Moving and Copying Objects
- Deleting Objects
- Arranging Objects
- Grouping Objects
- Formatting Objects
- Resizing Objects
- Layering Objects and Changing Their Order

**Printing**

- Preview Options
- Previewing and Printing Slides
- Printing Handouts