Microsoft Office PowerPoint 2007: Level 1

1 day – Instructor led
Certification: Microsoft Certified Applications Specialist: Microsoft® Office Access 2007

Course Description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

Course Objective: You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Get started with PowerPoint.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.
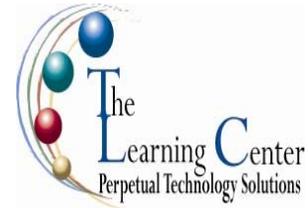
Course Content

Lesson 1: Getting Started with PowerPoint
        Topic 1A: Explore the User Interface
        Topic 1B: Navigate and View a Presentation
        Topic 1C: Use Microsoft PowerPoint Help
        Topic 1D: Enter Text
        Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation
        Topic 2A: Create a Presentation
        Topic 2B: Edit Text
        Topic 2C: Add Slides to a Presentation
        Topic 2D: Arrange Slides
        Topic 2E: Work with Themes

Lesson 3: Formatting Text on Slides
        Topic 3A: Apply Character Formats
        Topic 3B: Apply Paragraph Formats
        Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation
        Topic 4A: Insert Clip Art and Pictures
        Topic 4B: Draw Shapes
        Topic 4C: Insert WordArt

Lesson 5: Modifying Objects
        Topic 5A: Work with Objects
        Topic 5B: Change Object Orientation
        Topic 5C: Format Objects
        Topic 5D: Group and Ungroup Objects
        Topic 5E: Arrange Objects

Lesson 6: Adding Tables to a Presentation
        Topic 6A: Create a Table
        Topic 6B: Format Tables
        Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation
        Topic 7A: Create a Chart
        Topic 7B: Edit Chart Data
        Topic 7C: Modify a Chart
        Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation
        Topic 8A: Review Content
        Topic 8B: Add Transitions
        Topic 8C: Apply an Animation Effect
        Topic 8D: Create Speaker Notes
        Topic 8E: Print a Presentation
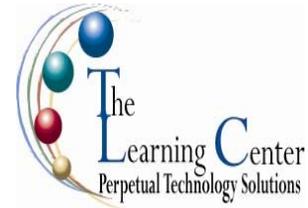
Microsoft Office PowerPoint 2007: Level 2

1 day – Instructor led
Certification: Microsoft Certified Applications Specialist: Microsoft® Office Access 2007

Course Description

As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Course Objective: You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

Prerequisites: To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Windows XP, Microsoft Office PowerPoint 2007 Level 1

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to collaborate on a presentation.
- Finalize a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment
 Topic 1A: Customize the Quick Access Toolbar
 Topic 1B: Personalize the PowerPoint Interface
 Topic 1C: Customize Save Options
 Topic 1D: Apply Advanced Customization Options

Lesson 2: Customizing a Design Template
 Topic 2A: Set Up a Slide Master
 Topic 2B: Customize Slide Layouts
 Topic 2C: Create Custom Themes
 Topic 2D: Add Headers and Footers
 Topic 2E: Modify the Notes Master
 Topic 2F: Modify the Handout Master

Lesson 3: Adding Diagrams to a Presentation
 Topic 3A: Create Diagrams
 Topic 3B: Modify Diagrams

Lesson 4: Adding Special Effects to Presentations
 Topic 4A: Add Multimedia Elements
 Topic 4B: Customize Slide Component Animations

Lesson 5: Customizing a Slide Show Presentation
 Topic 5A: Set Up a Custom Show
 Topic 5B: Annotate a Presentation
 Topic 5C: Create a Presenter-Independent Slide Show
 Topic 5D: Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation
 Topic 6A: Review a Presentation
 Topic 6B: Publish Slides to a Slide Library
 Topic 6C: Share a Presentation

Lesson 7: Securing and Distributing a Presentation
 Topic 7A: Secure Presentations
 Topic 7B: Package a Presentation
 Topic 7C: Publish a Presentation as a Web Page