

## Microsoft PowerPoint 2007 Course A One Day Training Course

### Course Aims

This one day course is designed to cover most of what is needed for creating smart graphical presentations with special effects and even sound if required.

### Basics

- Exploring the PowerPoint environment
- Opening a presentation
- Closing presentations and closing PowerPoint
- Creating new presentations
- Using PowerPoint standard designs
- Inserting a new slide
- Choosing slide layout
- Applying a colour scheme
- Applying a different slide layout

### PowerPoint Views

- Outline
- Slide View
- Slide Sorter
- Notes Page View
- Slide show

### Editing and Formatting

- Rearranging and deleting slides
- Using slides from other presentations
- Formatting and proofing
- Moving and copying text
- Bullets and Numbering

### Graphics and Objects

- Inserting Pictures
- Inserting ClipArt
- Modifying and enhancing Pictures and ClipArt
- Inserting AutoShapes
- Inserting Textboxes
- Inserting WordArt
- Creating and enhancing Column and Pie charts
- Creating Tables
- Creating Organisation Charts

### Picture Tools

- Brightness, Contrast, Recolor
- Cropping
- Compressing images to reduce file size
- Alignment, Group, Order

### Special Effects

- Custom Animation
- Adding transitions and timings

### Master View

- Working with the slide masters
- Headers and Footers

### Running a Presentation

- Running the Show
- Presentations that run themselves
- Looping a presentation
- Pen/Highlighter options
- Useful keyboard commands

### Transporting a Presentation

- Keeping the presentation small
- Creating a PowerPoint Show file
- Emailing a presentation
- Package for CD

### Printing

- Notes Pages
- Handouts
- Handouts with spaces for Notes

### Target Audience

Users of Word or Excel needing to create or edit PowerPoint Presentations.

### Assumed Knowledge

It is assumed that all attendees already know Excel or Word basics. This is not a good course to start on when learning Microsoft Office – Excel or Word should come first as much of the basic functionality is very similar.