

# Microsoft Office 2007

## PowerPoint 2007

### 1-Day Introduction Course Contents

The topics listed below are covered in a standard Microsoft PowerPoint 2007 Introduction Course. On request, we will tailor client specific introduction courses to meet your requirements, please contact us for further details.



## COURSE OUTLINE

### Introduction to PowerPoint

Loading and quitting PowerPoint  
The PowerPoint screen  
PowerPoint Fluid Ribbon interface  
Quick Access Toolbar (QAT)

### Overview of PowerPoint Views

Normal view  
Slide and Outline tabs, Slide pane,  
Notes pane  
Slide Sorter view  
Slide Show view  
Notes Page view

### Creating a Presentation

Create slides using layouts  
Apply themes  
Save a presentation  
Open an existing presentation

### Working in a Presentation

Title slides  
Slide layouts  
Delete slides  
Change and reset slide layout  
Grids and guides

### Drawing Objects

Home ribbon, Insert ribbon  
Shapes  
Quick Styles  
Manipulating drawing objects  
Applying fill colours, line colours and  
text colours  
Shape fills, outlines and effects

### Importing Objects

Pictures  
Clipart  
SmartArt (eg linked pictures,  
organisation charts)  
Tables  
Import charts from Microsoft Excel

### Page Setup and Print Settings

Page Setup  
Slide Orientation  
Print Settings

### Run a Manual Presentation

Moving through a slideshow using  
keyboard and mouse  
Keystrokes for use in a slideshow

## Who Should Attend

New users of PowerPoint 2007 or those who want to improve/update their knowledge of the program. This is a one-day course. Although no previous knowledge is assumed, experience of Windows based systems and the use of a mouse is required.