

COURSE OVERVIEW

2007 MICROSOFT POWERPOINT Level 1

Revised as of 1/4/08

Prerequisites required for taking this course

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; manage files and folders; and select text.

Performance Objectives for 2007 Microsoft PowerPoint

- 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.
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Course Outline

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

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