



MICROSOFT® OFFICE POWERPOINT 2007

DESCRIPTION

MICROSOFT OFFICE POWERPOINT TEACHES STUDENTS HOW TO CREATE AND MANAGE PRESENTATIONS. YOU WILL USE A VARIETY OF COMMANDS AND FUNCTIONS TO CREATE DIFFERENT ITEMS SUCH AS PICTURES, TEXT BOXES AND SHAPES TO ENHANCE THE TEXT IN THE PRESENTATION. THE COURSE IS DESIGNED FOR COMPUTER USERS WHO USE THIS PRESENTATION MANAGER PROGRAM ON A DAILY BASIS IN A BUSINESS ENVIRONMENT.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- CREATE NEW PRESENTATIONS
- WORK WITH TEXT
- CREATE BULLETED AND NUMBERED LISTS
- USE TEXT BOXES
- USE WORDART
- WORK WITH ILLUSTRATIONS
- WORK WITH SMART ART
- WORK WITH CHARTS AND TABLES
- WORK WITH SLIDE MASTERS
- USE ANIMATIONS
- FINALIZE A PRESENTATION
- USE EXTERNAL CONTENT
- COLLABORATE AND SHARE PRESENTATIONS

TARGET AUDIENCE

STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT. PREREQUISITE SKILLS INCLUDE THE ABILITY TO LAUNCH PROGRAMS AND OPEN AND SAVE PRESENTATIONS. FOR NEW USERS TO THE MICROSOFT POWERPOINT PROGRAM THE INTRODUCTION TO MICROSOFT POWERPOINT WORKSHOP IS RECOMMENDED.

CONTENT

- ▣ CREATE NEW PRESENTATIONS
- ▣ USING INSTALLED TEMPLATES
- ▣ CHANGING THE PAGE SETUP
- ▣ ORGANIZING SLIDES
- ▣ FORMATTING BULLETS AND NUMBERING
- ▣ MANIPULATING TEXT CONTENT
- ▣ INSERTING & FORMATTING TEXT BOXES
- ▣ CREATE AND MANIPULATE WORDART
- ▣ USE QUICK STYLES
- ▣ USING AND MODIFYING GRAPHICS
 - PICTURES
 - CLIPART
 - SHAPES
- ▣ CREATING & MODIFYING SMART ART
 - USING THE TEXT PANE
 - CONVERTING TEXT TO SMART ART
 - ADDING THEMES
- ▣ CREATING CHARTS & TABLES
 - FORMATTING ELEMENTS
 - APPLYING STYLES AND IMAGES
- ▣ CREATING & FORMATTING SLIDE MASTERS
 - THEMES
 - BACKGROUNDS
 - HEADERS & FOOTERS
 - PLACEHOLDERS
- ▣ INSERTING & REMOVING ANIMATIONS
 - CUSTOMIZING ANIMATIONS
- ▣ CREATING HANDOUTS
- ▣ PREVIEWING THE PRESENTATION
- ▣ PRINTING PRESENTATION ITEMS
- ▣ RUNNING & CUSTOMIZING THE SLIDESHOW
- ▣ SETTING SLIDESHOW OPTIONS
- ▣ CREATING OUTLINES IN WORD
- ▣ INSERTING MEDIA CLIPS
- ▣ REVIEWING PRESENTATIONS
- ▣ PROTECTING PRESENTATIONS
- ▣ SAVING WITH SPECIFIC FILE TYPES
- ▣ PACKAGING PRESENTATIONS FOR A CD