

# Microsoft PowerPoint 2007

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## Course Objectives:

This course is designed for new users of Microsoft PowerPoint 2007 or for users with limited experience. Delegates will learn how to use PowerPoint to create and run high quality presentations.

## Prior Knowledge Required:

No prior knowledge of PowerPoint is assumed but some basic PC and Windows experience is required.

**Course Duration:** 1 day, but course contents can be tailored if required.

### Introduction

- Concepts of PowerPoint
- Launching PowerPoint 2007
- Enhancements in PowerPoint 2007

### The PowerPoint Environment

- Exploring the User Interface
- Working with the Ribbon
- Using Contextual Tabs
- Creating a Presentation
- Saving, Closing and Opening Presentations
- Moving Around a Presentation
- Viewing a Presentation
- Adding a New Slide to a Presentation
- Task Panes
- Smart Tags

### Working With Text

- Entering Text to a Slide and Using AutoFit
- Selecting Text
- Formatting Text
- Moving and Copying Text
- Changing Text Indents
- Using the Undo/Redo Facility
- Finding and Replacing Text
- Creating a Bulleted List and Numbering
- Using the Spelling Checker

### Working With Tables

- Creating and Entering Data into a Table
- Formatting a Table
- Manipulating the Table on the Slide

### Using the Drawing Tools

- Creating Lines and Shapes
- Selecting and Editing Objects
- Enhancing and Positioning Objects
- Resizing Objects
- Rotating Objects
- Adding Text to Objects

### Using WordArt

### Working With Pictures & Graphics

- Inserting Clip Art
- Scaling and Cropping
- Changing the Image Control and Recolouring

### Working With Graphs and Charts

- Creating an Organisational Chart
- Creating a Graph
- Setting Up The Datasheet
- Adding Text to a Graph
- Resizing a Graph
- Copying a Graph
- Importing Data or Charts from a Spreadsheet

### Using PowerPoint Views

- The Outline Pane & Notes Page
- Using the Slide Sorter View
- The Zoom Facility
- Viewing Slides in Black and White

### Displaying and Enhancing a Slide Show

- Running a Slide Show
- Printing a Slide Show
- Adding Transitions and Timings to Slides
- Working With Templates and Masters



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