

## Course Outline

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### Microsoft PowerPoint Beginner



**Duration:** 1 day (6 hours)

#### Learning Objectives:

- Explore the PowerPoint environment; open and run a presentation; use Help options; and close a presentation and PowerPoint.
- Create a new presentation; add new slides to it; save and update changes; rearrange and delete slides; and insert slides from another presentation.
- Format text and bulleted lists; use the Find, Replace, Cut, Copy, and Paste commands; and align text.
- Draw objects by using tools in the Drawing group; format, modify, move, rotate, and delete drawn objects by using groups on the Drawing Tools Format tab; add text to drawn objects; and apply formatting to drawn objects.
- Use WordArt to create visually appealing text objects; add images to a slide and modify images by using the Picture Tools tab options; and add and modify clip art images.
- Add a table to a presentation, enter text in the table, and format the table; create and modify a chart by using the Create Chart dialog box and the options on the Chart Tools tabs; and create and modify an IGX chart by using the options on the IGX Graphic Tools tabs.
- Modify a presentation by using a template; make global changes to a presentation by using the Master Slide view; specify slide transitions and timings; add speaker notes and footers to a slide show; and set up a slide show for a speaker and for a kiosk.
  
- Proof a presentation for mistakes by using the Spell Check, AutoCorrect, and Thesaurus features; prepare a presentation to be shown by customizing and previewing it; and use the Print dialog box and the Print Preview tab to specify printing options for an entire presentation, an individual slide, handouts, and notes

#### Certification Track

This course is designed to help you pass the Microsoft Certified Application Specialist exam for PowerPoint 2007. For comprehensive certification training, you should complete both of the following courses: PowerPoint 2007: Basic and PowerPoint 2007: Advanced.

#### Target Audience:

The target student for the course is an individual who wants to learn the basic features of PowerPoint to create effective presentations by using the drawing tools, clip art, WordArt, charts, and tables. You need little or no experience using PowerPoint.

#### Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the Windows XP: Basic or Windows Vista: Basic course or have equivalent experience.

## Topics Covered:

- Getting started
  - The PowerPoint window
  - Getting help
- New presentations
  - Creating new presentations
  - Saving presentations
  - Rearranging and deleting slides
  - Using slides from other presentations
- Formatting slides
  - Text formatting
  - Modifying text
  - Paragraph formatting
- Drawing objects
  - Shapes
  - Modifying objects
  - Text in objects
- Graphics
  - WordArt
  - Pictures
  - Clip art
- Tables and charts
  - Tables
  - Charts
  - Diagrams
- Modifying presentations
  - Templates and themes
  - Slide masters
  - Transitions and timings
  - Speaker notes
  - Setting up slide shows
- Proofing and delivering presentations
  - Proofing presentations
  - Running presentations
  - Printing presentations