

## Microsoft Office PowerPoint 2007

**Course Code: MSPPT07; Three days; Instructor-Led**

### Course Description

*Microsoft® Office PowerPoint 2007* 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, shapes to enhance the text in the presentation. The course is designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-603.

### Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises. For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office PowerPoint 2007* will benefit from taking this course.

### Course Objectives

After completing this course, you will be able to:

- ✦ identify parts of the PowerPoint screen
- ✦ open, save, close and switch between presentations
- ✦ move around in PowerPoint
- ✦ add and edit text in different views
- ✦ create a presentation using templates, themes or blank slides
- ✦ insert and delete slides
- ✦ modify slide layouts, themes and page setup
- ✦ change viewing options
- ✦ insert, modify, format, and delete text
- ✦ use proofing tools
- ✦ create, modify, format, and delete WordArt
- ✦ add and manipulate graphics from a variety of sources
- ✦ insert and modify shapes and illustrations
- ✦ create and modify a variety of SmartArt diagrams
- ✦ create and modify a chart
- ✦ create, format, and enhance a table
- ✦ create, modify and manipulate slide masters
- ✦ format a slide masters theme, background and color
- ✦ add, remove and modify animations
- ✦ add, remove and modify custom animations

#### AVANTUS TRAINING PTE LTD

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

- ↻ create notes and handouts
- ↻ print the presentation and use various printing options
- ↻ set up and run the slide show
- ↻ use slide show presentation tools
- ↻ determine slide transitions and settings
- ↻ create a presentation from outlines
- ↻ import slides from another presentation
- ↻ insert hyperlinks, action buttons, media clips, and sounds
- ↻ view and manage markups
- ↻ insert, modify and delete comments
- ↻ add a digital signature or password to protect a presentation
- ↻ remove hidden data and personal information from your presentation
- ↻ create self-running presentations
- ↻ publish a presentation to a web server
- ↻ use the Package for CD feature

## Course Outline

### About This Courseware

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

### Lesson 1: Introducing PowerPoint

Lesson Objectives

Overview

Looking at the PowerPoint Screen

Structuring a Presentation

Creating New Presentations

Organizing Files

Changing the Page Setup

Organizing Slides

Changing the View

Lesson Summary

Review Questions

### Lesson 2: Working with Text

Lesson Objectives

Working with Text in a Presentation

Using Bullets and Numbering

Formatting Text Content

Manipulating Text Content

Lesson Summary

Review Questions

### Lesson 3: Working with Text Content

Lesson Objectives

Using Text Boxes

Using WordArt

Lesson Summary

Review Questions

### Lesson 4: Working with Illustrations and Shapes

Lesson Objectives

Using Pictures

Inserting Clip Art

Inserting Shapes

Arranging Illustrations and Shapes

Lesson Summary

Review Questions

### Lesson 5: Working with SmartArt

Lesson Objectives

Creating a SmartArt Diagram

Modifying SmartArt Diagrams

Lesson Summary

Review Questions

### Lesson 6: Working with Charts and Tables

Lesson Objectives

Inserting Charts

Using Tables

Formatting the Table

Lesson Summary

Review Questions

### Lesson 7: Working with Slide Masters

Lesson Objectives

Using Slide Masters

Formatting a Slide Master

Lesson Summary

Review Questions

### Lesson 8: Using Animations

Lesson Objectives

Inserting Animations

Customizing Animations

Lesson Summary

Review Questions

### Lesson 9: Finalizing the Presentation

Lesson Objectives

Creating Notes

Customizing Notes Master

Creating Handouts

Printing the Presentation

Printing Slides

Running the Slide Show

Setting Slide Show Options

Lesson Summary

Review Questions

### Lesson 10: Using External Content

Lesson Objectives

Creating Presentations from Outlines

Creating Presentations from Word

Outlines

Reusing Slides from an Existing

Presentation

Inserting Hyperlinks

Inserting Media Clips

Using Sounds

Copying Elements on Slides

Lesson Summary

Review Questions

### Lesson 11: Using Collaborative Features and Securing Shared Presentations

Lesson Objectives

Reviewing Presentations

Protecting Presentations

Identifying Compatibility Issues

Using the Document Inspector

Using Information Rights Management

Marking Presentations as Final

Saving With Specific File Types

Packaging Presentations for a CD

Lesson Summary

Review Questions

### Lesson 12: Preparing and Rehearsing Presentation Delivery

Lesson Objectives

Customizing the Slide Show

Rehearsing the Presentation

Lesson Summary

Review Questions

### Appendices

Appendix A: A Quick Review of the Basics

Appendix B: Apply Your Skills Exercises

Appendix C: Answers to Review Questions

Appendix D: Microsoft Office PowerPoint 2007 Exam Objectives

Appendix E: Glossary of Terms

Appendix F: Index