

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.

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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
- 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

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- 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

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

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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

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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

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- 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