Microsoft Office PowerPoint 2007

Objectives: To teach the PowerPoint 2007 program to an employable level and to enable learners to take the Microsoft Certified Application Specialist PowerPoint 2007 test (MCAS) or ECDL Advanced Module AM6 Presentation exam.

Designed for: Those who wish to learn this popular presentations program.

Prerequisites: Familiar with Windows environment and basic keyboarding experience.

Course Content:

- Lesson One – Including: Starting the PowerPoint 2007 program, the PowerPoint interface, opening and closing a presentation, running a presentation as a slide show, different PowerPoint views, navigating between slides, adding a slide, saving a presentation, creating a new presentation, entering and editing text, indenting bulleted items, changing the bullet style, using zoom controls, printing slides, repeating the last action, exiting PowerPoint 2007

- Lesson Two – Including: Planning and designing a presentation, using AutoFit options, deleting a slide, selecting and formatting text, clear formatting, changing case, text alignment, line and paragraph spacing, using Format Painter. using Undo, resizing and moving a placeholder, identifying, applying and resetting slide layouts, using background styles, saving a presentation with a new filename

- Lesson Three – Including: Applying a theme, selecting colour and font schemes, saving a custom theme, selecting slides in Slide Sorter view, moving, copying and deleting slides. duplicating slides, re-using slides from another presentation, Find and Replace, Spell Check, adding and removing AutoCorrect items, moving and copying slide content, copying slides from one presentation to another. deleting a custom theme

- Lesson Four – Including: Selecting and rearranging slides in the outline tab, expanding and collapsing the slide outline, promoting and demoting outline text, inserting slides from a Word outline, creating, editing and formatting notes, adding headers and footers to notes and handouts, using the Notes Master, applying a gradient fill, using the Handout Master, different print options, selecting Page Setup options for slides

- Lesson Five – Including: Working in Slide Master view, formatting the Slide Master, adding, background styles in the Slide Master, inserting a graphic onto the Slide Master, hiding/displaying background graphics, formatting the layout masters, enabling the footer, date and slide number, applying a theme to a Slide Master, creating a custom layout in Slide Master view, running a slide show from the current slide, hiding and unhiding slides, using the Slide Show Toolbar, creating and running a custom slide show, saving a presentation as a template. creating a new presentation from a template

- Lesson Six – Including: Drawing and resizing shapes, moving, copying and rotating shapes, drawing and resizing a perfect circle square, specifying shape size and position, selecting multiple objects, grouping and ungrouping objects, aligning objects, viewing gridlines and align objects, applying Quick Styles, changing shape fill, outline and effects, using picture and texture fills, inserting and formatting Clip Art, inserting pictures, cropping pictures using the crop tool, adding a picture to the Slide Master, creating and formatting Word Art

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- Lesson Seven – Including: Inserting a chart and entering spreadsheet data, chart type, layout and style, selecting and formatting chart elements, adding and removing chart elements, repositioning and resizing charts, switching rows and columns, changing gridline and axis settings, creating a combination chart, creating and formatting a table, adjusting table dimensions, Inserting and deleting rows and columns, merging table cells, applying a table background, creating tabbed columns using default tabs, removing indent settings

- Lesson Eight – Including: Creating flowchart shapes, selecting shapes using the Selection and Visibility pane, sizing and positioning flowchart shapes, connecting flowchart shapes/changing the connector type, adding, deleting and changing flowchart shapes, creating a SmartArt graphic, adding text and shapes to SmartArt diagrams, moving, resizing and formatting a SmartArt diagram, inserting and formatting a text box, moving and sizing a text box, hanging text box margins, applying columns to a text box, changing text box orientation

- Lesson Nine – Including: Inserting comments, viewing and editing comments, deleting and hiding comments, using Document Inspector, viewing and adding Document Properties, marking a document as Final, setting and removing a password, compressing pictures, saving a presentation in PowerPoint 97-2003 format, using the Compatibility Checker, saving a presentation as a show, saving a presentation as a web page, using package a presentation for CD, saving a slide as an image, adding a digital signature

- Lesson Ten – Including: Adding and removing transition effects, modifying transition effects, applying transition effects to selected slides, adding and removing transition sounds, applying preset animation effects, managing the custom animation pane, adding, changing and removing custom animation, modifying animation effects, selecting entrance, emphasis and exit effects, selecting and modifying motion paths, using start settings, changing the order of animation effects, adding sound to animation effects

- Lesson Eleven – Including: Inserting hyperlinks, editing hyperlinks, removing a digital signature, copying and pasting external content, embedding data using paste special, inserting and editing an embedded object, inserting and editing a linked object, updating links in a presentation, breaking a link, creating Action Buttons, formatting and changing an action setting

- Lesson Twelve – Including: Considering when PowerPoint presentations are used, setting a slide timing for selected slides, rehearsing slide timings, changing timings, selecting show types, navigation methods for different show types, setting slides to advance manually or with timings, setting the slide show to loop continuously, showing slides with or without animation, inserting a movie from a file or from a movie clip, setting movie options and formats, inserting a sound from a file or from a sound clip, changing animation effects for a sound or a movie, setting up a soundtrack to play across slides

Benefits:

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Duration: 30 hours

What Next?

- Microsoft Office Outlook 2007