

Microsoft Office PowerPoint 2007: Level 1

Objectives: You will create effective basic Microsoft Office PowerPoint 2007 presentations for delivery in front of an audience.

Designed for: This course is designed for learners who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint 2007 presentations.

Pre-requisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Windows XP: Introduction

Course Content:

Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

Adding Graphic Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk

