

MICROSOFT OFFICE POWERPOINT 2007 INTRODUCTION



ability software consultants

COURSE AIMS

This course is aimed at new users of Microsoft Office PowerPoint who have little knowledge of Microsoft Windows or PowerPoint.

On completion of this course the user should be able to confidently do the following:

- Create, present and print a slide show presentation.
- Work with text and graphical objects in a presentation.
- Create graphs and organisational charts.

COURSE CONTENT

PowerPoint Basics

Office Button
Ribbon and Quick Access Toolbar
Task Panes
Shortcut and Mini Toolbars
Zooming

File Operations

Saving and Opening Presentations
Starting a New Presentation
Closing a Presentation

Inserting Slides

Inserting a New Slide
Slide Layouts
Duplicating Slides

Text

Selecting and Editing Text
Text Levels
Formatting Text
Outline Tab

SmartArt Graphics

Insert an Organisation Chart

Notes

Notes Pages View

NOTES

This course can be tailored to enable users to produce real-life presentations. Practise at giving a presentation can also be included.

Shapes

Inserting Shapes
Copying, Moving and Sizing Shapes
Adding Clip Art and Pictures

Charts

Insert a Chart
Format a Chart

Masters

Formatting Slide Master
Adding Slide Layouts

Themes

Quick Styles

Running Slide Shows

Animation Effects
Transition Effects
Timing Shows
Automatic Presentations

Printing

Printing Slides, Notes, Outlines and Handouts
Notes and Handouts Masters