

Microsoft Office PowerPoint 2007

Course GWE50043A0: One day; Instructor-Led
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Introduction

This one-day instructor-led course provides students with knowledge of the Microsoft Office PowerPoint 2007 features and functions that pertain to the objectives of the corresponding Microsoft Business Certification credential.

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Audience

This course is intended for home users who want to learn about PowerPoint 2007.

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At Course Completion

After completing this course, students will be able to:

- Create and work with all the common types of PowerPoint presentations.

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Prerequisites

Before attending this course, students must have:

- Basic computer knowledge.

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Course Outline

Module 1: Exploring PowerPoint 2007

This module explains the new features of the PowerPoint working environment, including the Microsoft Office Button, tabs and groups, galleries, and live preview. This course also explains various ways of viewing slides and how to open and save a new presentation.

Lessons

- Working in the PowerPoint Environment
- Opening, Moving Around In, and Closing a Presentation

- Displaying Different Views of a Presentation
- Saving a Presentation

After completing this module, students will be able to:

- Work in the PowerPoint environment.
- Open, move around in, and close a presentation.
- Display different views of a presentation.
- Save a presentation.

Module 2: Starting a New Presentation

This module explains various methods for creating a new presentation.

Lessons

- Quickly Creating a Presentation
- Creating a Presentation Based on a Ready-Made Design
- Converting an Outline to a Presentation
- Reusing Existing Slides
- Key Points

After completing this module, students will be able to:

- Quickly create a presentation.
- Create a presentation based on a ready-made design.
- Convert an outline to a presentation.
- Reuse existing slides.

Module 3: Working with Slide Text

This module explains how to create slides and ensure that the words on the slides are accurate, consistent, and appropriately formatted.

Lessons

- Entering Text
- Editing Text
- Adding and Manipulating Text Boxes
- Correcting and Sizing Text While Typing
- Checking Spelling and Choosing the Best Words
- Finding and Replacing Text and Fonts
- Changing the Size, Alignment, Spacing, and Look of Text
- Key Points

After completing this module, students will be able to:

- Enter, edit, add, and manipulate text.
- Correct and size text while typing.
- Check spelling and choose the best words.
- Find and replace text and fonts.
- Change the size, alignment, spacing, and look of text.

Module 4: Adjusting the Layout, Order, and Look of Slides

This module explains how to change the layout of slides, rearrange slides in a presentation, and apply a theme to a presentation.

Lessons

- Changing the Layout of a Slide
- Rearranging Slides in a Presentation
- Applying a Theme
- Switching to a Different Color Scheme
- Using Colors That Are Not Part of the Scheme
- Adding Shading and Texture to the Background of a Slide
- Key Points

After completing this module, students will be able to:

- Change the layout of a slide.
- Rearrange slides in a presentation.
- Apply a theme.
- Switch to a different color scheme.
- Use colors that are not part of the scheme.
- Add shading and texture to the background of a slide.

Module 5: Adding Tables, Charts, and Diagrams

This module explains how to create a presentation using tables, Excel worksheets, charts, and diagrams.

Lessons

- Inserting and Formatting a Table
- Inserting and Updating an Excel Worksheet
- Inserting and Formatting a Chart
- Inserting and Formatting a Diagram
- Converting Existing Bullet Points into a Diagram
- Key Points

After completing this module, students will be able to:

- Insert and format a table, chart and, diagram.
- Insert and update an Excel worksheet.
- Convert existing bullet points into a diagram.

Module 6: Enhancing Slides with Graphics

This module explains how to work with clip art images, other types of pictures, and stylized text.

Lessons

- Inserting and Modifying Clip Art Images
- Inserting and Modifying Pictures
- Creating a Photo Album
- Drawing, Modifying, and Connecting Shapes
- Inserting and Modifying Stylized Text
- Aligning and Stacking Graphics
- Key Points

After completing this module, students will be able to:

- Insert and modify clip art images and pictures.
- Create a photo album.
- Draw, modify, and connect shapes.
- Insert and modify stylized text.
- Align and stack graphics.

Module 7: Adding Animation, Sound, and Movies

This module explains how to apply predefined animations to the title, bullet points, and a picture on a slide. Students will learn to insert a sound clip and sound file and to make various adjustments to their settings.

Lessons

- Animating Slide Elements
- Adding Transition Effects
- Inserting, Playing, and Modifying Sounds
- Inserting, Playing, and Modifying Movies
- Key Points

After completing this module, students will be able to:

- Animate slide elements.
- Add transition effects.
- Insert, play, and modify sounds and movies.

Module 8: Reviewing and Sharing a Presentation

This module explains how to preview a presentation, print a selection of slides, and assign a password that people must enter in order to review and/or modify a presentation.

Lessons

- Previewing and Printing a Presentation
- Restricting Access to a Presentation
- Inserting Review Comments in a Presentation
- Using a Document Workspace
- Finalizing a Presentation
- Key Points

After completing this module, students will be able to:

- Preview and print a presentation.
- Restrict access to a presentation.
- Insert review comments in a presentation.
- Use a document workspace.
- Finalize a presentation.

Module 9: Creating Your Own Presentation Elements

This module explains how to create a new color scheme and font set and then save the color/font combination as a new theme. This module also explains how to view and edit the master slides for a presentation, changing the layout, text formatting, and bullet formatting and adding a picture to the background.

Lessons

- Creating Theme Colors and Fonts
- Viewing and Changing a Presentation's Master Slides
- Creating a Slide Layout
- Saving a Custom Design Template
- Key Points

After completing this module, students will be able to:

- Create theme colors and fonts.
- View and change a presentation's master slides.
- Create a slide layout.
- Save a custom design template.

Module 10: Delivering a Presentation Electronically

This module explains how to effectively deliver a presentation to a specific audience.

Lessons

- Adapting a Presentation for Different Audiences
- Rehearsing a Presentation
- Preparing Speaker Notes and Handouts
- Preparing a Presentation for Travel
- Showing a Presentation
- Key Points

After completing this module, students will be able to:

- Adapt a presentation for different audiences.
- Rehearse a presentation.
- Prepare speaker notes and handouts.
- Prepare a presentation for travel.
- Show a presentation.

Module 11: Setting Up a Presentation for Web Viewing

This module explains how to create hyperlinks that viewers can click to move to specific slides, to other presentations, to Web sites, or to the message window of an e-mail program.

Lessons

- Creating a Hyperlink
- Attaching an Action to Text or an Object
- Saving a Presentation for the Web
- Key Points

After completing this module, students will be able to:

- Create a hyperlink.
- Attach an action to text or an object.
- Save a presentation for the Web.

Module 12: Customizing PowerPoint

This module explains how to customize a presentation to an individual's preference.

Lessons

- Changing Default Presentation Options
- Making Favorite PowerPoint Commands Easily Accessible
- Making Commands Available with a Specific Presentation

After completing this module, students will be able to:

- Change default presentation options.
- Make favorite PowerPoint commands easily accessible.
- Make commands available with a specific presentation.