

MOS - PowerPoint 2007

Course Aims

The course empowers the trainee to demonstrate competence in using presentation tools on a personal computer. The trainee will be able to accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. The trainee will be able to demonstrate the ability to create a variety of presentations that include charts, graphics and slide show effects for different target audiences or situations.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of Windows / Microsoft PowerPoint 97 to 2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Basic Presentation Skills

- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
- Creating a New Presentation
- Opening an Existing Presentation
- Adding a New Slide
- Renaming an Existing Presentation
- Labs - Using Basic Presentation Skills

Module 2. Working with Presentations

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Changing Slide Orientation
- Changing the Magnification
- Adding Speaker Notes
- Switching Views
- Labs - Working with Presentations

Module 3. Editing and Proofing Text

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text between Slides
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Using Undo and Redo
- Finding and Replacing Text
- Checking Spelling as You Type
- Running the Spelling Checker
- Creating an AutoCorrect Entry
- Using the AutoCorrect Options Button
- Displaying Smart Tags in a Presentation
- Importing Text from Word
- Labs - Editing and Proofing Text

Module 4. Formatting Presentation Text

- Formatting Text
- Changing an Existing Font
- Modifying the Font Size
- Changing Font Style and Effect
- Changing the Font Color
- Using the Font Dialog Box
- Using the Format Painter
- Changing Text Alignment
- Setting Tab Stops
- Modifying Paragraph Spacing
- Using the AutoFit Options Button
- Selecting a Shape Style
- Customizing a Shape Style
- Applying Effects to a Text Placeholder

- Selecting a WordArt Style
- Editing Text Outline Color
- Editing Text Fill Color
- Applying Text Effects
- Labs - Formatting Presentation Text

Module 5. Formatting Bullets and Numbers

- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers
- Labs - Formatting Bullets and Numbers

Module 6. Using Graphic Images

- Working with Graphics
- Using the Clip Art Task Pane
- Using Slide Layouts
- Inserting a Picture
- Cropping a Picture
- Moving a Graphic
- Resizing a Graphic
- Formatting a Graphic
- Recoloring a Graphic
- Inserting Clips with the Clip Organizer
- Organizing Clips
- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border
- Labs - Using Graphic Images

Module 7. Working with Drawing Objects

- Using the Drawing Group
- Drawing an Enclosed Object
- Changing the Fill Color of an Object
- Applying a Fill Effect
- Applying Effects
- Drawing a Line
- Formatting Lines
- Creating a Text Box
- Rotating an Object
- Flipping an Object
- Arranging Objects
- Aligning Objects
- Grouping Objects
- Labs - Working with Drawing Objects

Module 8. Using Slide Sorter View

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View

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- Deleting Slides in Slide Sorter View
- Labs - Using Slide Sorter View

Module 9. Creating Basic Charts

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background
- Labs - Creating Basic Charts

Module 10. Creating Custom Charts

- Displaying Chart Axes
- Displaying Chart Gridlines
- Formatting Chart Gridlines
- Formatting Chart Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table
- Labs - Creating Custom Charts

Module 11. Editing Charts

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart
- Labs - Editing Charts

Module 12. Using Tables

- Creating a PowerPoint Table
- Inserting a PowerPoint Table
- Drawing a PowerPoint Table
- Inserting a Word Table
- Inserting an Excel Spreadsheet
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders
- Labs - Using Tables

Module 13. Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Labs - Grouping SmartArt Objects Using SmartArt

Module 14. Applying Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart

- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Labs - Adding Special Effects

Module 15. Setting Up the Slide Show

- Running a Slide Show
- Navigating a Slide Show
- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings
- Labs - Setting Up the Slide Show

Module 16. Expanding a Slide Show

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action
- Jumping to Another Presentation
- Labs - Expanding a Slide Show

Module 17. Editing Presentation Masters

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Labs - Editing Presentation Masters

Module 18. Editing Notes and Handout Masters

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder
- Labs - Editing Notes and Handout Masters

Module 19. Printing

- Printing Presentations
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides
- Printing Speaker Notes
- Printing Outlines
- Printing Handouts
- Creating Headers and Footers
- Labs - Printing a Presentation

Module 20. Presenting to a Wider Audience

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Formatting a Presentation for the Web
- Inspecting the Document
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Annotating a Presentation
- Compressing Pictures
- Sending in PDF Format
- Labs - Presenting to a Wider Audience