

ECDL 5.0 Module 6

Presentation (PowerPoint 2007)



Overview

In Module 6 the candidate will learn about presentation software and will be able to demonstrate the ability to use a presentation application on a computer. The candidate will be able to create and modify presentations complete with text, charts, and images, run slide shows, and prepare outputs ready for showing or the printer.



Target Audience

This publication is intended for people who wish to prepare for Module 6 - Presentations of the ECDL 5.0 using Microsoft PowerPoint 2007.



Pre-requisites

This publication assumes no prior knowledge of Microsoft PowerPoint or a presentation application. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the candidate will be required to start applications, work with and copy files, and locate file folders.



Objectives

At the completion of ECDL 5.0 Module 6 Presentations (PowerPoint 2007) you should be able to:

- find your way around PowerPoint and its screens
- work with existing presentations
- create new presentations
- add new slides to a presentation
- use text appropriately in your PowerPoint presentations
- create and manipulate tables within a PowerPoint presentation
- use the drawing tools to create and manipulate a range of drawings in your presentations
- use themes to enhance your presentations
- manage and manipulate slides within a presentation and between presentations
- print your presentations in a variety of different formats
- run a slide show with or without animation or transition effects
- create and manipulate a range of different chart types
- create and manipulate organisation charts using SmartArt
- insert and manipulate pictures
- enhance drawings and pictures using a range of effects
- find the information you need in Help



Course Duration is 26.2 hrs

** Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*



Contents

The course focuses on practical work within ECDL 5.0 Module 6 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

Getting to Know PowerPoint 2007

- Starting PowerPoint
- The PowerPoint Screen
- Using the Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Understanding Dialog Boxes
- The Quick Access Toolbar
- Customising the Quick Access Toolbar
- The Office Button
- The Status Bar
- PowerPoint Options
- Exiting Safely From PowerPoint

Working with Presentations

- Opening Existing Presentations
- Switching Between Open Presentations
- Understanding PowerPoint Views
- Switching Between Views
- Closing a Presentation

Creating a Presentation

- Designing A Presentation
- Presentation Methods & Hardware
- Creating a New Blank Presentation
- Using Installed or Online Templates
- Creating a Presentation based on a Theme
- Adding Text Using the Outline Pane
- Saving a Presentation
- Saving in Different File Formats

Working with Slides

- Adding a Title and Content Slide
- Adding a Section Header Slide
- Adding a Table on a Slide
- Adding a Picture with Caption Slide
- Adding a Chart on a Slide
- Changing the Slide Layout
- Manipulating Slide Objects
- Manipulating Slides

Text Techniques

- Style Guidelines
- Text Pointers
- Adding Text Using a Text Placeholder
- Adding Text into a Text Box
- Font Formatting
- Formatting Text
- Paragraph Formatting
- Managing Text in a Placeholder using AutoFit
- Changing bullets and Numbering Styles
- Manipulating Placeholders
- Editing Text

- Using Undo and Redo
- Checking Spelling And Grammar

Working with Tables

- Adding a Table to a Slide
- Table Tools – The Design Tab
- Table Tools – The Layout Tab
- Creating a New Table
- Formatting the Table

Drawing Objects

- Drawing Tools
- Drawing Shapes
- Selecting Objects
- Moving or Copying Objects
- Deleting Objects
- Arranging Objects
- Grouping Objects
- Formatting Objects
- Resizing Objects
- Layering Objects and Changing their Order

Themes

- Applying a New Theme to a Presentation
- Theme Colours
- Theme Fonts
- Theme Effects
- Working with Backgrounds
- Changing the Page Setup

Slide Management

- Using The Slide Sorter View
- Adding Slides From Other PowerPoint Files
- Adding Notes to Your Slides
- Greyscale and Colour Settings
- Using Footers

Printing

- Preview Options
- Previewing and Printing Slides
- Printing
- Printing Handouts
- Printing For Overhead Transparencies

Running a Slide Show

- Running a Simple Slide Show
- Setting Slide Transitions
- Animation
- Custom Text Animation
- Using Custom Animation
- Custom Animation Contents
- Using Emphasis Custom Animation
- Advancing Slides
- Navigating Slide Shows
- Setting Up Slide Shows

Charts

- Chart Types
- Creating a Chart
- Modifying the Chart Layout
- Adding Titles to a Chart
- Formatting the Axes
- Changing the Chart Style and Layout
- Editing and Selecting Chart Data
- Selecting Chart Elements
- Chart Formatting Options
- Formatting A Chart
- Changing Fill Colours
- Creating a Pie Chart
- Changing the Chart Type
- Manipulating Charts

SmartArt - Organisation Charts

- Hierarchy Layout Options
- Creating an Organisation Chart - Summary
- Overview of Organisation Chart Design Tools
- Overview of Organisation Chart Format Tools
- Creating a New Organisation Chart
- Enhancing an Organisation Chart
- Manipulating Subordinates and Peers

Slide Masters

- The Slide Master View
- Changing the Slide Master
- Slide Layouts
- Changing Slide Layouts
- Inserting Slide Layouts and Placeholders
- Multiple Slide Masters and Master Layouts
- Inserting a New Slide Master
- The Handout Master and Notes Master
- Saving a New Presentation Template
- Using a Presentation Template

Working with Pictures

- Pictures Overview
- Using a Picture Placeholder
- Using the Insert Tab to Insert a Picture
- Inserting a Picture from the Clip Art Pane
- Resizing a Picture

Using Effects

- How to Use Effects
- Setting a Transparent Colour
- Applying 3-D Effects to Objects
- Applying Shadow Effects to Objects
- Fill Effects
- Applying Colour Fill Effects
- Changing the Shape Outline



Contents *(cont..)*

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips

Concluding Remarks