

## Microsoft PowerPoint 2007 Level 1

<b>General Description</b>	The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 1 are sufficient to be able to create real-world presentations. You will also learn how to add themes, run a slide show, print, publish presentations.
<b>Learning Outcomes</b>	At the completion of Microsoft PowerPoint 2007 Level 1 you should be able to: <ul style="list-style-type: none"><li>• work with the basic features of PowerPoint</li><li>• work with presentations</li><li>• create a new presentation</li><li>• learn how to add slides with different layouts</li><li>• insert and modify clip art in your presentation</li><li>• draw and work with shapes</li><li>• create and work with SmartArt</li><li>• navigate a slide show in PowerPoint</li><li>• use a range of printing techniques</li><li>• find the information you need in Help</li></ul>
<b>Target Audience</b>	Microsoft PowerPoint 2007 Level 1 is designed for users who wish to use this application to present information.
<b>Prerequisites</b>	Microsoft PowerPoint 2007 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	118 pages
<b>Approx* Duration</b>	8 hrs
<b>Course Disk</b>	Many of the topics in Microsoft PowerPoint 2007 Level 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF732.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, May 09, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



# Microsoft PowerPoint 2007

## Level 1

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#### Getting To Know PowerPoint

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

#### Working With Presentations

- Opening Existing Presentations
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- Understanding PowerPoint Views
- Switching Between Views
- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
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#### Creating A Presentation

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- Using Installed Or Online Templates
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- Modifying Elements Of Clip Art
- Applying Effects To Clip Art
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#### Shapes

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- Drawing Arrows And Lines
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- Adding Text To Shapes
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- Adding A SmartArt Graphic
- Formatting A SmartArt Graphic

#### SmartArt

- Understanding SmartArt
- Creating An Organisation Chart
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- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt

#### Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
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- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink

- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
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#### Printing

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- Previewing Slides
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#### 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
- Dialog Box Help
- Other Sources Of Help

#### Concluding Remarks

Your supplier is:

**Product Information**