

Microsoft PowerPoint 2007 Level 1 (with Challenge Exercises)

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| General Description | 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 and publish presentations. |
| Learning Outcomes | At the completion of Microsoft PowerPoint 2007 Level 1 you should be able to: <ul style="list-style-type: none"> • work with the basic features of PowerPoint • work with presentations • create a new presentation • learn how to add slides with different layouts • insert and modify clip art in your presentation • draw and work with shapes • create and work with SmartArt • navigate a slide show in PowerPoint • use a range of printing techniques • find the information you need in Help |
| Target Audience | Microsoft PowerPoint 2007 Level 1 is designed for users who wish to use this application to present information. |
| Prerequisites | 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. |
| Pages | 136 pages |
| Approx* Duration | 22.7 hrs |
| Course Disk | 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 www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF732. |
| Methodology | 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. |
| Companion Publications | 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 www.watsoniapublishing.com . |

* 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 Thursday, June 17, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Contents

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
- Practice Exercise

Working With Presentations

- Opening Existing Presentations
- Switching Between Open Presentations
- Understanding PowerPoint Views
- Switching Between Views
- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
- Returning To A Previous Presentation
- Practice Exercise

Creating A Presentation

- Designing A Presentation
- Presentation Methods And 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
- Adding Slides And Text
- Previewing A Slide Show
- Practice Exercise

Slide Layouts

- About Slide Layouts
- Adding A Title Slide
- Adding A Title And Content Slide
- Adding A Section Header Slide
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- Changing The Slide Layout
- Practice Exercise

Clip Art

- Inserting Clip Art
- Resizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Applying Effects To Clip Art
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- Inserting Clips From The Organiser
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Shapes

- About The Shapes Gallery
- Drawing Arrows And Lines
- Drawing Shapes
- Working With Shapes
- Arranging Shapes
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- Grouping Shapes
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- Layering Shapes
- Adding A SmartArt Graphic
- Formatting A SmartArt Graphic
- Practice Exercise

SmartArt

- Understanding SmartArt
- Creating An Organisation Chart
- Typing Text Using The Text Pane
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt

Practice Exercise

Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Notes To Your Slides
- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Presenting A Slide Show
- Practice Exercise

Printing

- Print Preview Options
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline
- Practice Exercise

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