



CORPORATE & CAREER TRAINING

POWERPOINT 2007 - FUNDAMENTALS

TRAINING OUTLINE

6 HOURS

I. EXPLORING POWERPOINT

- Working with PowerPoint
- Starting PowerPoint
- Using the PowerPoint Interface
- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview
- Exiting PowerPoint

II. 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

III. WORKING WITH PRESENTATIONS

- Applying a Theme
- Applying a Background Style
- Changing the Magnification
- Adding Speaker Notes
- Switching Views

IV. EDITING AND PROOFING TEXT

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text between Slides
- Using the Paste Options Button
- Using Undo and Redo
- Checking Spelling as You Type
- Importing Text from Word

V. FORMATTING BULLETS AND NUMBERS

- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers

VI. 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
- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border



VII. PRINTING

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

VIII. USING SLIDE SHOW VIEW

- Running a Slide Show
- Navigating a Slide Show
- Creating a Custom Show