

ExecuTrain Course Outline

PowerPoint 2007: Basic

1 Full Day

Course Description

This course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

Course Content

Unit 1: Getting started

Topic A: The PowerPoint window
Topic B: Getting help

Unit 2: New presentations

Topic A: Creating new presentations
Topic B: Saving presentations
Topic C: Rearranging and deleting slides
Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Text formatting
Topic B: Modifying text
Topic C: Paragraph formatting

Unit 4: Drawing objects

Topic A: Shapes
Topic B: Modifying objects
Topic C: Text in objects

Unit 5: Graphics

Topic A: WordArt
Topic B: Pictures
Topic C: Clip art

Unit 6: Tables and charts

Topic A: Tables
Topic B: Charts
Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes
Topic B: Slide masters
Topic C: Transitions and timings

Topic D: Speaker notes

Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations
Topic B: Running presentations
Topic C: Printing presentations