

Microsoft PowerPoint 2007 - Comprehensive

Course Duration: Three half day sessions

Prerequisites: Microsoft Windows

Presentation Basics

Creating a New Presentation
Inserting Slides and Selecting a Layout
Opening a Presentation
Navigating a Presentation
Using Undo, Redo, and Repeat
Saving a Presentation
Using Print Preview
Printing a Presentation
Closing a Presentation

Inserting and Editing Text

Inserting Text
Inserting a Text Box
Editing Text
Cutting, Copying and Pasting Text
Using the Office Clipboard
Moving and Copying Text Using the Mouse
Checking Your Spelling
Finding and Replacing Text
Inserting Symbols and Special Characters

Formatting Text

Changing Font Text
Changing Font Size
Changing Font Color
Changing Font Style
Using the Font Dialog Box
Using the Format Painter
Using WordArt

Viewing a Presentation

Changing Views
Using the Zoom Controls
Using the Outline Pane
Working with the Presentation Window
Working with Multiple Presentations

Formatting a Presentation

Using Document Themes
Changing the Background of a Slide
Rearranging Slides
Adding Headers and Footers

Using the Slide Master
Working with Bulleted and Numbered Lists
Formatting Paragraphs
Working with Tabs and Indents
Changing Page Setup

Working with Objects

Inserting Clip Art
Inserting Pictures and Graphics Files
Formatting Pictures and Graphics
Inserting Shapes
Formatting Shapes
Resize, Move, Copy and Delete Objects
Positioning Objects
Applying Special Effects
Grouping Objects
Aligning and Distributing Objects
Flipping and Rotating Objects
Layering Objects

Working with Tables

Creating a Table
Working with a Table
Adjusting Column Width and Row Height
Inserting and Deleting Rows and Columns
Merging and Splitting Cells
Working with Borders and Shading
Applying a Table Style

Working with Charts and SmartArt

Inserting a Chart
Inserting Chart Data
Resizing and Moving a Chart
Changing Chart Type
Formatting a Chart
Working with Labels
Formatting Chart Elements
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Converting Slide Text into SmartArt

Applying Transition and Animation Effects

Applying a Transition Effect

Microsoft Word 2000 - Level 1

Course Duration: 1 day

Prerequisites: Microsoft Windows

Modifying a Transition Effect
Applying a Standard Animation Effect
Applying a Custom Animation Effect
Modifying Animation Effects
Previewing a Transition or Animation Effect

Working with Multimedia

Inserting Sounds
Inserting a CD Track
Inserting a Movie Clip
Narrating a Presentation
Using Action Buttons

Finalizing a Presentation

Setting Up a Slide Show
Rehearsing Slide Show Timings
Adding Comments to a Slide
Hiding a Slide
Marking a Presentation as Final

Delivering a Presentation

Delivering a Presentation on a Computer
Using the Pen and Making Annotations
Creating a Presentation that Runs by Itself
Using Presenter View
Creating a Custom Show

Collaborating with Others

Using the Document
Using the Compatibility Checker
Packaging a Presentation
Saving a Presentation as PDF or XPS

Saving a Presentation as a Web Page
Adding a Digital Signature to a Presentation
Password Protecting a Presentation
Publishing a Presentation to a Document
Workspace

Working with Other Programs

Advanced Topics

Collaborating with Excel
Collaborating with Word
Modifying Embedded or Linked Content
Creating Handouts in Microsoft Word
Importing and Exporting an Outline

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Changing PowerPoint's Default Options
Converting an Older Presentation to PowerPoint 2007
Recovering Your Presentations
Using Microsoft Office Diagnostics
Viewing Document Properties and Finding a File