

Training Course Specification

Course: Microsoft PowerPoint 2007 Level 1; Introduction

Duration: Approx 25 Hours

COURSE OBJECTIVES:

- Create and edit simple presentations
- Enhance presentations by formatting
- Use the drawing tools to create and edit logos & pictures
- Insert objects
- Apply Slide design
- Set-up presentations for printing purposes
- Create and automate screen shows

WHO SHOULD STUDY:

PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

EXPERIENCE NEEDED:

Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

System and course requirements

SYSTEM (HARDWARE) REQUIREMENTS: Office 2007 requires the following:

Component	Requirement
Computer and processor	500 megahertz (MHz) processor or higher.
Memory	256 megabyte (MB) RAM or higher.
Hard disk	1.5 gigabyte (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard drive.
Drive	CD-ROM or DVD drive.
Display	1024x768 or higher resolution monitor.
Operating system	Microsoft Windows(R) XP with Service Pack (SP), Windows Server 2003 with SP1, or later operating system.

TRAINING COURSE REQUIREMENTS: This training course requires the following components:

Component	Requirement
Course data	Access to the Course Data folder supplied with this course.
Hardware	PC or Notebook with at least Microsoft Office Basic installed.
Training Manual	The training manual according to this specification.
Network	No network connection is required for this course in its intended format. This course is designed as a workstation (non-networked) instructor-led course. Extra benefits from Microsoft office 2007 can be taken advantage of with networked computers.
Internet	No Internet connection is required for this course in its intended format. This course is designed as a stand-alone instructor-led course. It is optional but the instructor may combine this course with internet connection to explore added web-content benefits in Office 2007. Especially at higher levels or with delegates interested in web content features.

DISCLAIMER: This course material is written as a guide and structure for an instructor-led course. It does not guarantee the course delegate or participant will learn and it does not guarantee the participant will be able to apply the components of this course de facto. That is the responsibility of the instructor and also depends on the course participant as well. The participant is likely to learn and a work at a pace slower or faster than what is laid out in this course as a one-day duration session.

The course manual is a training manual, not a text book or instruction manual. It is not by any means exhaustive and contains selected Microsoft Office features, options and tools. If the course participant wishes to explore options and features outside the scope of this course he/she should make the instructor aware of the need for additional material, exercises and demonstrations. The course is written in line with our other courses for different Microsoft Office versions, in the hope the course participant will be able to apply knowledge from this course to the other versions.

The Office 2007 packages available



Microsoft Office Home and Student 2007 includes:

- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Excel® 2007
- Microsoft® Office OneNote® 2007



Microsoft Office Basic 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Excel® 2007



Microsoft Office Small Business 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Publisher 2007
- Microsoft® Office Excel® 2007



Microsoft Office Professional 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Publisher 2007
- Microsoft® Office Excel® 2007
- Microsoft® Office Access 2007
- Microsoft® Office Publisher 2007

COURSE CONTENT

1: POWERPOINT BASICS

FOREWORD
GETTING STARTED WITH POWERPOINT 2007
STARTING POWERPOINT
OPENING AN EXISTING PRESENTATION
IDENTIFYING ELEMENTS OF THE POWERPOINT WINDOW
THE RIBBON
MOVING BETWEEN SLIDES
USING POWERPOINT HELP
USING THE HELP TABLE OF CONTENTS INDEX
TO USE THE HELP TOPICS INDEX:
CHANGING POWERPOINT VIEWS
CHANGING THE ZOOM LEVEL
VIEWING THE PRESENTATION IN OUTLINE VIEW
VIEWING THE PRESENTATION IN SLIDE SORTER VIEW
ENDING A POWERPOINT SESSION
CLOSING A PRESENTATION
ASSIGNMENT

3: ENHANCING A PRESENTATION

CHANGING TEXT APPEARANCE
CHANGING THE FONT SIZE
APPLYING FONT STYLES AND EFFECTS
CHANGING TEXT COLOUR
ALIGNING TEXT
ADJUSTING LINE SPACING
USING THE RULERS
CHANGING SLIDE SEQUENCE
REARRANGING SLIDES IN OUTLINE VIEW
CREATING NOTES PAGES AND HANDOUTS
FORMATTING HANDOUTS
PRINTING NOTES PAGES AND HANDOUTS
CHECKING YOUR WORK
ASSIGNMENT

2: CREATING A PRESENTATION

BEGINNING A NEW PRESENTATION
USING A TEMPLATE TO BEGIN A NEW PRESENTATION
ADDING TEXT AND SLIDES
ADDING A NEW SLIDE IN NORMAL VIEW
ENTERING TEXT IN A BULLETED LIST
ADDING SLIDES AND TEXT IN OUTLINE VIEW
USING AUTOCORRECT
EDITING TEXT AND SLIDES
USING THE UNDO AND REDO COMMANDS
USING FIND AND REPLACE
DELETING SLIDES
ASSIGNMENT

4: CREATING VISUAL IMPACT

DRAWING OBJECTS
DRAWING AUTOSHAPES
DRAWING RECTANGLES AND SQUARES
DRAWING ELLIPSES AND CIRCLES
DRAWING STRAIGHT AND CURVED LINES
SELECTING AND DESELECTING OBJECTS
DUPLICATING AN OBJECT
EDITING OBJECTS
CHANGING LINE COLOURS AND APPLYING SHADOWS
CHANGING THE LINE STYLE AND THE DASH STYLE
MOVING OBJECTS
RESIZING OBJECTS
ADDING OBJECT TEXT AND CLIP ART
ADDING CLIP ART TO A SLIDE
ASSIGNMENT

APPENDIX A: ADDITIONAL FEATURES IN OFFICE 2007

OFFICE 2007 – A NEW PLATFORM
AT A GLANCE HIGHLIGHTS ACROSS THE SUITE
NEW VISUAL AND NAVIGATIONAL FEATURES
FILE FORMATS
USER ASSISTANCE SYSTEM (HELP)
COLLABORATION FEATURES
THEMES AND QUICK STYLES
APPLICATION-SPECIFIC CHANGES
GENERAL KEYBOARD NAVIGATIONAL TIPS IN OFFICE 2007
BEYOND OFFICE 2007