

Microsoft PowerPoint 2010/2007

Level 1

Course Overview

In this 1-day course, you will learn the basics of the PowerPoint program. You will start by creating a new presentation and exploring the PowerPoint environment, including using various views to examine and edit your slides. You will also learn tips for presenting your slides to an audience. You will learn how to add new slides with various formats and how to move, copy, and delete slides. Additionally, you will learn to create and modify bulleted lists. You will learn how to create and format shapes, such as squares, circles, and arrows, and work with multiple shapes as a single unit. Additionally, you will learn to add graphical elements such as Clip Art, pictures, and SmartArt. You will learn to work with the structure of PowerPoint to make your slides consistent, such as using Slide Masters, Themes, Background Styles, and Shape Styles. Finally, you will learn how to preview and print your slides in various ways. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience.

PowerPoint Course Series:



Course Topics

Exploring PowerPoint

- Starting PowerPoint and Creating a Presentation
- Exploring the Ribbon
- Closing PowerPoint
- Opening an Existing Presentation
- Zooming to a Different Size
- Navigating Through a Presentation
- About Views
- Using Slide Sorter View
- Using Slide Show View
- Typing Notes for the Presenter
- Using the Help System
- Saving and Closing a Presentation
- Presentation Tips and Tricks

Creating a New Presentation

- Typing Text on a Slide
- Saving a Presentation
- Adding New Slides

Editing a Presentation

- Editing Text
- Moving Bullets
- Formatting Text on an Individual Slide
- Moving a Slide
- Copying a Slide
- Deleting a Slide
- Using the Slide Master
- Checking for Spelling Errors

Working with Shapes

- Adding Shapes to a Slide
- Flipping, Rotating, and Adjusting Shapes
- Changing Colors and Borders
- Inserting Text into Shapes
- Adding a Text Box
- Copying and Aligning Shapes
- Grouping Shapes
- Using Shape Styles
- Adding a WordArt Style

Adding Graphics

- Inserting ClipArt
- Inserting a Picture
- Using SmartArt

Applying Themes and Background Styles

- Applying Themes
- Customizing a Theme
- Changing the Background Style

Previewing and Printing

- Adding Footers
- PowerPoint 2010: Using Backstage View
- PowerPoint 2007: Using Print Preview
- Printing a Presentation