

Course Syllabus: Microsoft PowerPoint 2007 Introduction

The Fundamentals

Starting PowerPoint 2007
What's New in PowerPoint 2007
Understanding the PowerPoint 2007 Program Screen
Understanding the Ribbon
Using the Microsoft Office Button and Quick Access Toolbar
Using Keyboard Commands
Using Contextual Menus and the Mini Toolbar
Using Help
Exiting PowerPoint 2007

Presentation Basics

Creating a New Presentation
Inserting and Deleting a Slide and Selecting a Layout
Opening a Presentation
Navigating a Presentation
Using Undo, Redo and Repeat
Saving a Presentation
Previewing and Printing a Presentation
Closing a Presentation

Inserting and Editing Text

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

Formatting Text

Changing Font Type
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
Changing Paragraph Alignment and Line Spacing
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 to Objects
- 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