

# GreenDot Course Outline

Microsoft PowerPoint 2007  
Introduction

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GreenDot  
Consulting

### ***Description:***

The skills and knowledge covered in this publication are sufficient to create real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to create a presentation, add animations, run a slide show, and print and publish presentations.

### ***Learning Outcomes:***

At the completion of Microsoft PowerPoint 2007 Module 1 you should be able to:

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- learn how to add slides with different layouts
- insert text into a slide and modify it
- insert and modify clip art in your presentation
- draw and work with shapes
- create and work with tables and charts
- create and work with SmartArt
- create animations in a presentation
- create and work effectively with themes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- view and modify slide masters
- create and use custom templates
- find the information you need in Help

### ***Target Audience:***

This publication is primarily designed for people who need to know how to use Microsoft PowerPoint 2007 to create computer presentations. It is ideal for people who work in positions where presenting information in an effective manner is important.

### ***Prerequisites:***

This publication assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

### ***Duration:***

2 Days

Course Outline:

**Getting To Know PowerPoint**

Starting PowerPoint  
The PowerPoint Screen  
Using The Ribbon  
Using KeyTip Badges  
Minimising The Ribbon  
Shortcut Menus  
Using Shortcut Menus  
Understanding Dialog Boxes  
Launching Dialog Boxes  
The Quick Access Toolbar  
Customising The Quick Access  
Toolbar  
The Office Button  
Using The Office Button  
The Status Bar  
Customising The Status Bar  
Exiting Safely From PowerPoint

**Working With Presentations**

Opening Existing Presentations  
Switching Between Open  
Presentations  
Understanding PowerPoint  
Views  
Switching Between Views  
Navigating A Presentation  
Using The Zoom Tool  
Closing A Presentation  
Returning To A Previous  
Presentation

**Creating A Presentation**

Designing A Presentation  
Presentation Methods And  
Hardware  
Creating A New Blank  
Presentation  
Using Installed Or Online  
Templates  
Creating A Presentation Based  
On A Theme  
Adding Text Using The Outline  
Pane  
Saving A Presentation  
Adding Slides And Text  
Previewing A Slide Show

**Slide Layouts**

About Slide Layouts  
Adding A Title Slide  
Adding A Title And Content Slide  
Adding A Section Header Slide  
Adding A Table To A Slide  
Adding A Picture With Caption  
Slide  
Adding A Chart To A Slide  
Changing The Slide Layout

**Text Techniques**

Text Pointers  
Adding Text Directly To A Slide  
Formatting Text  
Formatting Paragraphs  
Changing Bullet And Numbering  
Styles  
Editing Text  
Applying Simple WordArt  
Deleting A Text Placeholder  
Using Undo And Redo

**Clip Art**

Inserting Clip Art  
Resizing Clip Art  
Modifying Clip Art  
Modifying Elements Of Clip Art  
Applying Effects To Clip Art  
Rotating Clip Art  
Inserting Clips From The  
Organiser

**Shapes**

About The Shapes Gallery  
Drawing Arrows And Lines  
Drawing Shapes  
Working With Shapes  
Arranging Shapes  
Adding Connectors To Shapes  
Adding Text To Shapes  
Grouping Shapes  
Formatting Shapes  
Layering Shapes

**Tables And Charts**

Understanding Tables  
Creating A Table  
Formatting A Table  
About Charts  
Creating A Chart  
Changing Chart Types  
Applying A Chart Style  
Changing The Chart Layout

**SmartArt**

Understanding SmartArt  
Creating An Organisation Chart  
Typing Text Using The Text  
Pane  
Adding Peers  
Adding Subordinates  
Adding An Assistant  
Promoting And Demoting  
Switching Right To Left  
Changing The Layout  
Changing Colours  
Changing SmartArt Styles  
Deleting A Shape From SmartArt

**Animation**

Applying Simple Animation To  
Text  
Custom Animation  
Applying Custom Animation To  
Text  
Applying Custom Animation To  
Objects  
Motions Paths  
Animating Diagrams  
Applying Slide Transitions  
Changing Custom Animation

**Themes**

Understanding Themes  
Applying A Built-in Theme  
Changing Theme Colours  
Changing Theme Fonts  
Changing Theme Effects  
Changing Slide Backgrounds  
Installing A Custom Theme  
Changing The Page Setup

**Slide Show Navigation**

Using Slide Sorter View  
Reusing Slides  
Adding Notes To Your Slides  
Slide Numbers  
About Hyperlinks  
Creating An Internal Hyperlink  
Creating A Hyperlink To Another  
Presentation  
Creating A Hyperlink To Another  
Application  
Keyboard Shortcuts For  
Navigating Slide Shows  
Presenting A Slide Show

**Printing**

Print Preview Options  
Previewing Slides  
Printing Slides  
Printing Handouts  
Printing Notes Pages  
Printing The Outline

**Slide Masters**

Using Slide Masters  
Viewing The Slide Master  
Modifying The Master Font  
Modifying The Bullet Colour  
Changing The Bullet Shape  
Adding An Image  
Adding Slide Numbers

## **Templates**

- About Templates
- Creating A Blank Presentation
- Applying A Theme
- Creating A New Layout
- Customising A Layout
- Adding Content
- Creating A Template
- Using A Custom Template

## **Getting Help**

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help

## **Concluding Remarks**