



Microsoft® Office PowerPoint® 2007: Level 1

Course Objective: You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Get started with PowerPoint.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic 1A: Explore the User Interface

Topic 1B: Navigate and View a Presentation

Topic 1C: Use Microsoft PowerPoint Help

Topic 1D: Enter Text

Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation

Topic 2A: Create a Presentation

Topic 2B: Edit Text

Topic 2C: Add Slides to a Presentation

Topic 2D: Arrange Slides

Topic 2E: Work with Themes

Lesson 3: Formatting Text on Slides

Topic 3A: Apply Character Formats

Topic 3B: Apply Paragraph Formats

Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

Topic 4A: Insert Clip Art and Pictures

Topic 4B: Draw Shapes

Topic 4C: Insert WordArt

Lesson 5: Modifying Objects

Topic 5A: Work with Objects

Topic 5B: Change Object Orientation
Topic 5C: Format Objects
Topic 5D: Group and Ungroup Objects
Topic 5E: Arrange Objects

Lesson 6: Adding Tables to a Presentation

Topic 6A: Create a Table
Topic 6B: Format Tables
Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

Topic 7A: Create a Chart
Topic 7B: Edit Chart Data
Topic 7C: Modify a Chart
Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Review Content
Topic 8B: Add Transitions
Topic 8C: Apply an Animation Effect
Topic 8D: Create Speaker Notes
Topic 8E: Print a Presentation