

Microsoft ®

# PowerPoint 2007 Course Outline



Foundation Level  
*1 Day Course*

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## POWERPOINT 2007

- Opening a new presentation
- Moving around slides
- Changing views
- Using the help menu
- Saving a presentation
- Opening different presentations and switching between

## CREATING A FIRST PRESENTATION

- Creating your first presentation
- Inserting new slides
- Using undo and redo
- Saving your presentation

## SLIDE MANIPULATION

- Modifying slide layout
- Changing background colours on individual slides
- Changing background colours on all slides
- Inserting slides with specific layout designs

## THEMES

- Creating themes within your presentation

## USING TEXT BOXES

- Inserting text boxes
- Resizing and moving text boxes

## MOVING TEXT

- Moving text within your slides
- Moving text between slides or presentation
- Copying text between slides and presentations
- Deleting text

## SEARCHING

- Using find and replace

## FORMATTING FONTS

- Altering font type, size and colour
- Using bold, italic and underline
- Using effects
- Changing case
- Changing character spacing

## FORMATTING PARAGRAPHS

- Formatting text alignment and columns
- Formatting bullet points and numbering
- Changing list levels
- Altering line spacing
- Using different views
- Altering text direction
- Using format painter

## INSERTING ILLUSTRATION

- Inserting pictures and clipart
- Inserting shapes and inserting text into shapes
- Inserting smartart and charts

## FORMATTING ILLUSTRATIONS

- Inserting illustrations
- Moving, copying and deleting illustrations
- Deleting
- Resizing and stretching an illustration
- Moving around presentations

## FORMATTING SHAPES

- Colouring shapes
- Changing line weights and styles
- Colour lines
- Applying shadows
- Rotating and aligning shapes
- Layering shapes

## FORMATTING CHARTS

- Inserting charts
- Changing chart types and styles
- Changing chart colours
- Inserting an organisational chart
- Adding labels and formatting
- Removing items within an organisational chart

## FORMATTING SLIDES

- Moving slides
- Deleting slides
- Moving and deleting slides between presentations

## RUNNING SLIDE SHOWS

- Running the show
- Setting transition effects

## PRINTING

- Setting orientation
- Selecting the correct printer
- Printing slides and handouts