



PowerPoint 2007 Introduction

Delivered by:



Overview

This course introduces the skills necessary to use PowerPoint efficiently. It includes tasks on using basic presentation skills; working with text, graphics/images, tables and charts and putting this all together for creating slide shows.

Audience

Those needing to create presentations for themselves or others.

Course Objectives

At the end of this course, delegates will be able to manipulate text and images to create professional looking presentations.

Prerequisites

Delegates should be familiar with Windows.

Course contents (1 day)

Exploring PowerPoint

- Understand the new layout
- Quick Access Toolbar
- Ribbons – Home, Insert, Design, Animations, Slide Show, Review

Using Basic Presentation Skills

- Creating a new presentation
- Selecting a design template and using content templates
- Navigating slides – Adding a new slide, switching views
- Changing the slide layout & design template
- Using the AutoContent Wizard

Using the Outline Page

- Creating a bulleted list
- Collapsing and expanding slides
- Demoting, promoting and moving text
- Adding, deleting & rearranging slides

Correcting Spelling and Text Errors

- Checking spelling as you type
- Finding and replacing text

Enhancing Presentation Text

- Font – size, style, effects and alignment, paragraph spacing and formats
- Set tabs and indents
- Moving/copying text between slides

Numbers and Bullets

- Creating, editing and formatting lists



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Printing, Sending and Publishing

- Printing presentations – slides, outlines, speaker notes, handouts
- Sending a presentation via email
- Publishing a presentation to the Web

Using Graphics

- Using the Clip Art Gallery & Inserting images
- Cropping a picture
- Moving and resizing a graphic
- Formatting graphics

Tables and Charts

- Creating and formatting tables
- Creating & formatting an organisation chart
- Creating and formatting graphs

General

- Using Grids and Guides
- Aligning objects
- Group/Ungroup objects

Slide shows

- Creating and Running slide shows
- Creating notes pages
- Using transitions and text builds

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

Maximum number of delegates: 8

Cost: 1 unit

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com