

Course outline for MS PowerPoint 2007 - Introduction level

GETTING STARTED

- Opening and closing a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving and file extensions

CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation

FORMATTING SLIDES

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background slide colour
- Applying a theme to a presentation

PLACEHOLDERS

- What are Placeholders?
- Resizing and moving a Placeholder

MANIPULATING TEXT

- Selecting text
- Copy, cut and paste text
- Find and replacing text
- Deleting text

FONT FORMATTING

- Changing the font type and size
- Text effects
- Changing case
- Clearing all text formatting

PARAGRAPH FORMATTING

- Text alignment
- Modifying bullets and numbers
- Line spacing
- Using Outline view
- Speaker Notes
- Text alignment within a placeholder
- Text Autofit
- Using the Format Painter

MOVING, COPYING AND DELETING

- Moving slides
- Copying slides
- Deleting a slide or slides

SLIDE SHOWS

- Running a slide show
- Slide show transition effects
- Slide show animation effects

PRINTING

- Spell-checking
- Slide orientation
- Selecting your output format
- Printing a presentation



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Word, Project, Access, Excel, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint