

Refine-IT

Learning is a journey not an event

Course outline for PowerPoint 2007 - Introduction

STARTING A PRESENTATION

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

MANIPULATING SLIDES

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

THEMES

- Applying a theme to a presentation

TEXT BOXES (PLACEHOLDERS)

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)
- Compatibility issues when saving a presentation

SEARCHING YOUR PRESENTATION

- Using Find
- Using Replace

MANIPULATING TEXT

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

FONT FORMATTING

- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting

PARAGRAPH FORMATTING

- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Line spacing
- Using Outline view
- PowerPoint Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text Autofit
- Using the Format Painter

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MANIPULATING ILLUSTRATIONS

- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations

INSERTING ILLUSTRATIONS

- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting SmartArt
- Inserting Charts

FORMATTING SHAPES

- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning illustrations vertically
- Aligning illustrations horizontally

FORMATTING CHARTS

- Changing the chart type
- Changing the background colour
- Changing the column, bar, line or pie slice colours

ORGANISATION CHARTS

- Creating an organisation chart
- Adding labels to items
- Adding a co-worker
- Adding a subordinates
- Adding a manager
- Removing an item

MOVING, COPYING AND DELETING SLIDES

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

SLIDE SHOWS

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

PRINTING

- Spell-checking
- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- 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

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