

PowerPoint 2007/2010 Level 1

Audience	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of PowerPoint or presentation/graphics programs is required.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the PowerPoint program. Creating a presentation is covered by developing a single case study presentation. Students create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create a new presentation and open an existing one■ Create title and content slides■ Save and close a presentation■ Edit text slides■ Use the slide master■ Use spell check and AutoCorrect in the presentation■ Move and copy text within the presentation■ Modify the slide master■ Apply Quick Styles and Themes■ Insert and modify pictures and Clip Art■ Add SmartArt to a slide■ Add drawings such as circles, lines, screen shots, and boxes■ View the presentation in different ways■ Add notes to the presentation■ Print slides, notes pages, the presentation outline, or handouts■ Prepare a slide show using transitions■ Give a slide show
Length	1 day

I. PowerPoint Basics

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| A. What is PowerPoint? | E. Giving Commands |
| B. Starting PowerPoint | F. What is a Placeholder? |
| C. Understanding the Screen | G. Creating a New Presentation |
| D. Understanding the Views | H. Beginning the Presentation |
| | I. Creating a New Text Slide |



- J. Saving a Presentation
- K. Closing and Exiting a Presentation
- L. Opening a Presentation

II. Editing Slides

- A. Selecting Text
- B. Moving Around the Presentation
- C. Spell Checking a Presentation
- D. Using AutoCorrect
- E. Using the Clipboard
- F. Moving and Copying Text
- G. (Optional) Using Find and Replace
- H. Using Microsoft Office PowerPoint Help

III. Formatting Slides

- A. Formatting Text
- B. Understanding Templates
- C. Working with the Slide Master
- D. Applying a Theme
- E. Using Quick Styles
- F. Creating a Footer
- G. Positioning a Paragraph
- H. Changing the Bullets

IV. Adding Graphics to Slides

- A. Why Use Graphics?
- B. Inserting a Picture
- C. Inserting Clip Art
- D. Adding SmartArt
- E. Drawing Shapes
- F. Selecting Graphics
- G. Adjusting a Graphic's Size and Position
- H. Grouping Graphics
- I. Formatting Graphics
- J. Moving and Copying Graphics

- K. Adding Text to a Graphic
- L. Arranging Overlying Graphics
- M. Inserting a Screen Shot (2010 only)

V. Viewing and Printing the Presentation

- A. Using Different Presentation Views
- B. Working in the Outline Tab
- C. Using Slide Sorter View
- D. Adding Notes to Slides
- E. Using the Notes Master
- F. Printing the Presentation
- G. Printing Slides with Notes
- H. Printing Slides as Handouts

VI. Setting Up a Slide Show

- A. Setting Transition Effects
- B. Setting up the Slide Show
- C. Giving a Slide Show
- D. Using Package for CD
- E. Sending a Presentation as an Email Attachment
- F. (Optional) Adding Comments

Appendix - Customizing the Quick Access Toolbar and Ribbons