

Microsoft PowerPoint 2007

End-User Computer-Based Training



Using Presentations

- Defining Presentations
- Using Presentations
- Creating Presentations
- Viewing Presentations

Navigating PowerPoint

- Using the Office Button
- Using the Ribbon
- Using Contextual Tabs
- Using the Quick Access Toolbar
- Using Galleries

Opening & Saving Files

- Opening Documents
- Saving and Saving As

Viewing Presentations

- Viewing Slides
- Using Master Slides
- Viewing Slide Shows
- Choosing Slide Windows
- Switching Windows

Setting Up the Page

- Defining Slide Size
- Choosing Orientation

Choosing Themes

- Using Slideshow Themes
- Defining Theme Colors
- Choosing Theme Fonts
- Adding Theme Effects

Formatting Backgrounds

- Using Background Styles
- Selecting Background Graphics

Choosing Slide Layout

- Reviewing Slide Layouts
- Selecting Slide Layouts

Adding Slides

- Adding New Slides
- Duplicating Slides

Working with Text Boxes

- Adding Text
- Moving Text Boxes
- Sizing Text Boxes
- Rotating Text Boxes

Working with Fonts

- Modifying Fonts
- Adding Text Shadow
- Using the Format Painter
- Adjusting Space & Size

Proofing a Document

- Checking Spelling and Grammar
- Researching Terms

Using Rulers & Gridlines

- Adding a Ruler
- Adding a Grid

Inserting Shapes

- Arranging Shapes
- Adding Text to Shapes
- Formatting Shapes

Inserting WordArt

- Using WordArt Styles
- Choosing Text Color
- Adding Text Outline
- Adding Text Effects

Inserting Pictures

- Selecting a Picture
- Adjusting a Picture
- Arranging Pictures

Formatting Pictures

- Choosing a Picture Shape
- Choosing a Picture Border
- Choosing Picture Effects

Using Clip Art

- Searching for Clip Art
- Adjusting Clip Art
- Arranging Clip Art
- Adjusting Fill Color & Lines
- Working with 3-D Objects

Using the Photo Album

- Adding Photos to an Album
- Adjusting Album Layout

Using the Clipboard

- Moving Text
- Formatting Text

Inserting SmartArt

- Choosing SmartArt Graphics
- Choosing SmartArt Layout
- Applying SmartArt Styles

Inserting Movies & Sound

- Selecting Movies
- Launching Movies
- Using Movie Options
- Selecting Sounds
- Launching Sounds
- Using Sound Options

Working with Tables

- Selecting Table Size
- Using Table Options
- Choosing Table Styles
- Changing Shading
- Changing Borders
- Adding Table Effects

Creating Charts

- Inserting Charts
- Selecting Chart Options
- Updating Chart Content

Adding Object Animations

- Previewing Animations
- Applying Animation
- Using Animation Sound

Adding Slide Transitions

- Reviewing Transition Options
- Selecting Transition Sounds
- Defining Sound Action
- Choosing Transition Speed
- Defining Slide Advance

Setting Up the Slide Show

- Defining Show Type
- Defining Show Options
- Adjusting Recording Quality
- Recording Narration
- Rehearsing Timing
- Using Rehearsed Timing
- Adjusting Monitor Resolution
- Choosing Settings

Starting the Slide Show

- Starting at the Beginning
- Starting at the Current Slide
- Highlighting Points
- Transitioning
- Editing Slides

Defining Custom Slide Shows

- Customizing a Slide Show
- Adding Slides to a Custom Slide Show

Printing Documents

- Using Print Preview
- Printing Documents

Preparing for Distribution

- Defining Properties
- Securing Documents

Understanding Translation Options

- Defining Translations
- Selecting Languages
- Defining Translation Options

Sending Documents

- E-mailing Documents
- Faxing Documents

Publishing Documents

- Creating CDs
- Defining Document Management

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Default Courses

Beginning PowerPoint Features

- Using Presentations
- Creating Presentations
- Viewing Presentations
- Opening Documents
- Saving and Saving As
- Viewing Slides
- Viewing Slide Shows
- Using Slideshow Themes
- Defining Theme Colors
- Choosing Theme Fonts
- Using Background Styles
- Adding New Slides
- Adding Text
- Modifying Fonts
- Checking Spelling & Grammar
- Selecting a Picture
- Choosing a Picture Shape
- Choosing a Picture Border
- Starting at the Beginning
- Printing Documents

Intermediate PowerPoint Features

- Using Master Slides
- Selecting Slide Layouts
- Duplicating Slides
- Sizing Text Boxes
- Adding a Grid
- Arranging Shapes
- Adding Text
- Using WordArt Styles
- Choosing Text Color
- Searching for ClipArt
- Moving Text
- Formatting Text
- Choosing SmartArt Graphics
- Selecting Sounds
- Using Table Options
- Changing Shading
- Inserting Charts
- Selecting Chart Options
- Previewing Animations
- Transitioning

Advanced PowerPoint Features

- Rotating Text Boxes
- Formatting Shapes
- Adding Text Effects
- Arranging Pictures
- Choosing Picture Effects
- Using Movie Options
- Launching Sound
- Applying Animation
- Defining Sound Action
- Defining Slide Advance
- Defining Show Options
- Rehearsing Timing
- Editing Slides
- Adding Slides to the Custom Slide Show
- Defining Properties
- Defining Translations
- Selecting Languages
- Defining Translation Options
- Creating CDs
- Defining Document Management

Did You Know About

- Using the Office Button
- Using the Ribbon
- Using Galleries
- Adding Theme Effects
- Reviewing Slide Layout
- Using the Format Painter
- Adding a Text Outline
- Adjusting Fill & Lines
- Adjusting Album Layout
- Choosing SmartArt Layout
- Launching Movies
- Using Sound Options
- Choosing Table Styles
- Updating Chart Content
- Using Animation Sound
- Choosing Transition Speed
- Adjusting Recording Quality
- Recording Narration
- Using Rehearsed Timing
- Highlighting Points

