



## Microsoft PowerPoint 2007 Basics Course Outline

### Section 1 - Presentation Basics

- Starting PowerPoint
- New Interface
- PowerPoint Terms
- Office Button
- PowerPoint Options
- Quick Access Toolbar
- Ribbon
- Creating a Presentation
- Saving a Presentation
- Status Bar
- Saving and Organizing Files
- Closing Files
- Dialog Boxes
- View Buttons
- Getting Help
- Exiting PowerPoint

- Office Clipboard
- Internet Images
- Borders
- Cropping Pictures
- Drawing Options
- Working with Shapes

### Section 4 - Charts and Tables

- Working with Data Charts
- Entering Data
- Editing Data
- Changing Chart Elements and Types
- Chart Titles and Labels
- Formatting Charts
- Smart Art Graphics
- Creating Tables
- Editing Tables
- Sizing Tables
- Table Styles

### Section 2 - Editing Presentations

- Text Placeholders
- Editing Text
- Manipulating Text
- Slide Layout
- Bulleted Text
- Text Color
- Font Alignment
- Format Painter
- Applying Themes

### Section 5 - Presentation Themes

- Selecting New Themes
- Changing Theme Color and Font
- Custom Backgrounds
- Graphic Design Basics

### Section 3 - Using Graphic Objects

- Working with ClipArt Objects
- Content Placeholders
- Digital Pictures
- Sizing and Moving Objects
- Copying and Pasting Objects

### Section 6 - Adding Pizzazz

- Applying Transitions and Effects
- Navigating Slide Shows
- Animation
- Slide Timings
- Automatic Slide Show
- Printing Slides and Handouts