



## Overview

This course introduces the potential of PowerPoint to users with no previous exposure to it. Make your next presentation breathtaking by adding colour, animated text, graphics, charts and sound. Find out how to add speaker notes and professional looking handouts. Create your own Master Slides for efficient control of formatting.

## Prerequisites

Windows Operating System and Word basics

## Objectives

- ⊙ Create and modify presentations
- ⊙ Manipulate text and graphic objects
- ⊙ Modify PowerPoint styles with Master Slides
- ⊙ Prepare and print slide show

## Outline

### Working Environment

What's new in PowerPoint 2007?

PowerPoint Views

The Notes pane

Notes Page View

### Creating New Presentations

Creating a Blank Presentation

Applying a Slide Layout

Saving a Presentation

Reusing Slides from other Presentations

### Working with Text

Working with Text Box Placeholders

Fonts and Themes

Inserting Symbols

### Working with Graphic Objects

Drawing Tools in PowerPoint

Drawing and Modifying Graphic Objects

Stacking and Grouping Graphic Objects

AutoShapes

Working with WordArt

Adding Images to Slides

### Formatting Schemes

Applying a Design Template

Applying a Colour Theme

### Outlining

Promoting and Demoting Text (sub bullets)

The Outline Toolbar

Adding Content in Outline Mode

Importing Text into an Outline

Exporting an Outline

### Transitions and Animations

Adding Transitions between Slides

Animating Placeholders

Custom Animation

### Slide Masters and Design Templates

Create a New Slide Master

Change the Background for a Slide Master

The Handout and Notes Masters

Creating a Design Template

Using a Custom Design Template

### Adding Graphics

Inserting Clip Art

Inserting Images from Files

### Notes and Handouts

Notes and Handout options

Previewing Handouts

### Output

Running a Slide Show

The Pack and Go Wizard

The PowerPoint Viewer

### Printing Presentations

Printing Whole Slides

Printing Speaker Notes

Printing Audience Handouts