

# PowerPoint Level 1

## **THE FUNDAMENTALS**

- Starting PowerPoint 2007
- What's New in PowerPoint 2007?
- Understanding the PowerPoint 2007 Program Screen
- Understanding the Ribbon
- Using the Office Button and the Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting PowerPoint 2007

## **PRESENTATION BASICS**

- Creating a New Presentation
- Inserting Slides and Selecting a Layout
- Opening a Presentation
- Navigating a Presentation
- Using Undo, Redo and Repeat
- Saving a Presentation
- Using Print Preview
- Printing a Presentation
- Closing a Presentation

## **VIEWING A PRESENTATION**

- Changing Views
- Using the Zoom Controls
- Using the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations

## **FORMATTING A PRESENTATION**

- Using Document Themes
- Changing the Background of a Slide
- Rearranging Slides
- Adding Headers and Footers
- Using the Slide Master
- Working with Bulleted and Numbered Lists
- Formatting Paragraphs
- Working with Tabs and Indents
- Changing Page Setup

## **INSERTING AND EDITING TEXT**

- Inserting Text
- Inserting a Text Box
- Editing Text
- Cutting, Copying and Pasting Text
- Using the Office Clipboard
- Moving and Copying Text Using the Mouse
- Checking Your Spelling
- Finding and Replacing Text
- Inserting Symbols and Special Characters

## **FORMATTING TEXT**

- Changing Font Type
- Changing Font Size
- Changing Font Color
- Changing Font Style
- Using the Font Dialog Box
- Using the Format Painter
- Using WordArt

## **WORKING WITH OBJECTS**

- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Positioning Objects
- Applying Special Effects
- Grouping Objects
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects

## **APPLYING TRANSITION AND ANIMATION EFFECTS**

- Applying a Transition Effect
- Applying a Standard Animation Effect

# PowerPoint Level 2

## **WORKING WITH TABLES**

- Creating a Table
- Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells
- Working with Borders and Shading
- Applying a Table Style

## **WORKING WITH CHARTS AND SMARTART**

- Inserting a Chart
- Inserting Chart Data
- Resizing and Moving a Chart
- Changing Chart Type
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt

## **APPLYING TRANSITION AND ANIMATION EFFECTS**

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying a Standard Animation Effect
- Applying a Custom Animation Effect
- Modifying Animation Effects
- Previewing a Transition or Animation Effect

## **WORKING WITH OTHER PROGRAMS**

- Collaborating with Excel
- Collaborating with Word
- Modifying Embedded or Linked Content
- Creating Handouts in Microsoft Word
- Importing and Exporting an Outline

## **WORKING WITH MULTIMEDIA**

- Inserting Sounds
- Inserting a CD Track
- Inserting a Movie Clip
- Narrating a Presentation
- Using Action Buttons Finalizing a Presentation
- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide
- Hiding a Slide
- Marking a Presentation as Final

## **DELIVERING A PRESENTATION**

- Delivering a Presentation on a Computer
- Using the Pen and Making Annotations
- Creating a Presentation that Runs by Itself
- Using Presenter View
- Creating a Custom Show

## **ADVANCED TOPICS**

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing PowerPoint's Default Options
- Converting an Older Presentation to PowerPoint 2007
- Recovering Your Presentations
- Using Microsoft Office Diagnostics
- Viewing Document Properties and Finding a File

## **COLLABORATING WITH OTHERS**

- Using the Document Inspector
- Using the Compatibility Checker
- Packaging a Presentation
- Saving a Presentation as PDF or XPS
- Saving a Presentation as a Web Page
- Adding a Digital Signature to a Presentation
- Password Protecting a Presentation
- Publishing a Presentation to a Document Workspace