Course Outline

Microsoft PowerPoint 2007 Foundation – 1 Day

With PowerPoint, you can create any type of presentation/sideshows by customizing each slide to your specifications. With the help of this and other PowerPoint 2007 course ware guides, you will be on the road to making remarkable impressions

In this course the following areas will be covered, we can also teach this content in either PowerPoint XP or 2003:

Section One: Getting Started

- Starting out
- Slides
- Creating a Slide
- Working with a Presentation
- Getting Help

Section Two; The New Interface

- Using the Quick Access Toolbar
- The Home Ribbon
- The Insert Ribbon
- The Design Ribbon
- The Animations Ribbon
- The Slide Show Ribbon
- The Review Ribbon

Section Three: Editing Slides

- Placeholders
- Formatting a Slide
- Other Formatting Tools
- Managing Slides

Section Four: Adding Effects

- Using the Home Ribbon for Formatting Text
- Using the Fonts Dialogue for Text
- Creating Numbered & Bulleted Lists
- Using Paragraph Alignment

Section Five: Printing & Viewing

Using Proofing Tools
Using the Print Preview

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