



Course Outline

Microsoft® PowerPoint 2007 Level 1

Lesson 1: Getting Started with PowerPoint

- Topic 1A: Explore the User Interface
- Topic 1B: Navigate and View a Presentation
- Topic 1C: Use Microsoft PowerPoint Help
- Topic 1D: Enter Text
- Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation

- Topic 2A: Create a Presentation
- Topic 2B: Edit Text
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Arrange Slides
- Topic 2E: Work with Themes

Lesson 3: Formatting Text on Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Apply Paragraph Formats
- Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

- Topic 4A: Insert Clip Art and Pictures
- Topic 4B: Draw Shapes
- Topic 4C: Insert WordArt

Lesson 5: Modifying Objects

- Topic 5A: Work with Objects
- Topic 5B: Change Object Orientation
- Topic 5C: Format Objects
- Topic 5D: Group and Ungroup Objects
- Topic 5E: Arrange Objects

Lesson 6: Adding Tables to a Presentation

- Topic 6A: Create a Table
- Topic 6B: Format Tables
- Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

- Topic 7A: Create a Chart
- Topic 7B: Edit Chart Data
- Topic 7C: Modify a Chart
- Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

- Topic 8A: Review Content
- Topic 8B: Add Transitions
- Topic 8C: Apply an Animation Effect
- Topic 8D: Create Speaker Notes
- Topic 8E: Print a Presentation