

Course Outline: Microsoft PowerPoint Basic -Microsoft PowerPoint Advanced

Learning Method: Instructor-led Classroom Learning

Duration: 16 hrs

Overview:

Microsoft PowerPoint Basic covers the basic functions and features of PowerPoint 2007. This course will help students prepare for the PowerPoint 2007 exam (70-603). Microsoft PowerPoint Advanced builds on the skills and concepts taught in PowerPoint 2007: Basic. Students will customize PowerPoint by modifying the Quick Access .

At course Completion:

Students will learn how to:

- create new presentations that include text, graphics, WordArt, tables, charts, and diagrams
- edit and format slide content, and apply transition effects
- apply themes and templates, and they will work with Smart Art graphics and tables
- add multimedia content and interactive elements to slides
- present distribution options including PDF and HTML
- integrate PowerPoint with Word and Excel

Outline:

Microsoft PowerPoint Basic

Unit 1: Getting started

Topic A: The PowerPoint window

Topic B: Getting help

Unit 2: New presentations

Topic A: Creating new presentations

Topic B: Saving presentations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Text formatting

Topic B: Modifying text

Topic C: Paragraph formatting

Unit 4: Drawing objects

Topic A: Shapes

Topic B: Modifying objects

Topic C: Text in objects

Unit 5: Graphics

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Topic A: WordArt
Topic B: Pictures
Topic C: Clip art

Unit 6: Tables and charts

Topic A: Tables
Topic B: Charts
Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes
PowerPoint 2007: Basic Topic-Level Outline
Topic B: Slide Masters
Topic C: Transitions and timings
Topic D: Speakers Notes
Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations
Topic B: Running presentations
Topic C: Printing presentations

Topic C: Animations
Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables

Topic A: Customizing SmartArt graphics
Topic B: Customizing tables

Unit 4: Action buttons and custom slide shows

Topic A: Interactive elements
Topic B: Custom slide shows

Unit 5: Distributing a presentation

Topic A: Comments
Topic B: Finishing a presentation
Topic C: Distributing a presentation
Topic D: Publish as a Web page

Unit 6: Integrating Microsoft Office files

Topic A: Build slides from a Word outline
Topic B: Embed and link content
Topic C: Documents linked with hyperlinks

Outline:

Microsoft PowerPoint Advance

Unit 1: Custom presentation options

Topic A: Application settings
Topic B: Custom themes
Topic C: Custom templates
Topic D: Advanced slide master techniques

Unit 2: Graphic and multimedia content

Topic A: Modifying clip art
Topic B: Media clips

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