



Microsoft® Office PowerPoint® 2007: Level 1 (Second Edition)

Course Overview

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007. Participants will explore the PowerPoint environment and create a new presentation. Participants will format text on slides to enhance clarity. In order to enhance the visual appeal, participant will add graphical objects to a presentation and modify them. Participant will also add tables and charts to a presentation to present data in a structured form. Participant will then finalize a presentation to deliver it.

Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Basic familiarity with any Microsoft Windows operating system.

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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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

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