

PROPOSED PowerPoint 2007 1 Day Introduction Course Outline

Session	Content	Session	Content
1	PowerPoint Basics <ul style="list-style-type: none"> • Changing views • Running an on-screen presentation • Using slide placeholders • Adding clipart • Using the task pane • Using the Format Painter • Using the Autocontent Wizard • Editing text 	3	Animations and Transitions <ul style="list-style-type: none"> • Applying transitions to slides • Applying preset text animation • Applying custom animation • Hiding slides • Using hyperlinks • Setting up the slide show Outlines, Notes & Handouts <ul style="list-style-type: none"> • Importing Word outlines • Creating Notes pages • Using the outline pane • Creating Audience handouts • Print and print preview
2	Templates and Masters <ul style="list-style-type: none"> • Creating a presentation from scratch • Applying design templates • Bullets and Numbering • Headers and footers • Using the slide master • Managing multiple masters • Altering the colour scheme • Creating summary slides 	4	Clipart, Images, Movies and Sounds <ul style="list-style-type: none"> • Adding clipart to a slide • Formatting clipart • Editing clipart • Inserting movies and sound from the clipart task pane • Using digital images from cameras or scanners Charts and Tables <ul style="list-style-type: none"> • Adding a tables to a slide • Creating a chart • Editing a chart • Animating charts • Importing charts

June 10



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