

PowerPoint 2007: Computer Presentation Fundamentals

Course Outline

| Session | Content | Session | Content |
|----------|--|----------|--|
| 1 | Introduction to PowerPoint <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 | 5 | Using the Draw toolbar <ul style="list-style-type: none"> • Adding Wordart • Creating Autoshapes • Aligning objects • Rotating and flipping objects • Using the guides and grid • Duplicating objects • Grouping and ungrouping objects • Using textboxes |
| 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 | 6 | Clipart and other graphics <ul style="list-style-type: none"> • Adding clipart to a slide • Formatting clipart • Editing clipart • Inserting movies and sound from the clipart task pane • Inserting a scanned picture • Using the digital camera |
| 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 | 7 | Charts, Graphs & Diagrams <ul style="list-style-type: none"> • Adding a tables to a slide • Creating a graph • Editing graphs • Animating graphs • Importing charts • Adding a diagram to a slide • Creating organisation charts |
| 4 | 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 | 8 | Templates, Movies & Sound <ul style="list-style-type: none"> • Creating a template • Inserting movie from file • Inserting sound from file • Using Pack and Go • Revision |

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