

PowerPoint 2007

Beginner

6 Modules - 48 topics

Create your first slides

Discover PowerPoint and carry out simple tasks: opening a presentation, creating a slide, entering text etc...

Overview of the working environment

Opening a presentation

Views

Zoom

Moving between slides

Creating slides

Selecting and deleting slides

Saving a presentation

Entering text

Undoing and redoing an action

Copying and moving slides

Selecting and editing text

Notes pages

Total number of topics in the module:13

Screen a slide show, or print it

You will not have been using PowerPoint long before you will want to know how to run a slide show. You might also want to print the show in the form of handouts, to leave a lasting trace of your presentation.

Playing the slide show

Page setup and orientation

Print preview and printing

Creating a new presentation

Themes and layouts

Total number of topics in the module:5

Make the text look good

Your audience will notice what your text looks like as much as what it says. Carefully chosen, even the simplest character and paragraph formatting can be very effective.

Character format

Character font

Character case

Character size and spacing

Paragraph alignment and columns

Bulleted paragraphs

Paragraph spacing and interline

Copying formats

Total number of topics in the module:8

Add some illustrations

No pictures at this stage, but all PowerPoint's tools for making drawings to illustrate your slides and for formatting them.

Selecting and deleting objects

Repositioning objects

Grid and guides

Drawing shapes

Copying and duplicating objects

Resizing objects

Formatting objects

Formatting lines

Creating a text box or WordArt object

Formatting a text object

Text effects

Copying an object's formatting

Rotating objects

Total number of topics in the module:13

Think pictures

Central to many presentations, pictures can be useful for personalising even the most sober data.

Inserting a picture, saving a picture

Formatting pictures

Managing pictures

Total number of topics in the module:3

Explain with a chart

Use charts to present figures and statistics visually. They speak for themselves.

Inserting a chart

Selecting and deleting chart items

Chart data

Layout of chart items

Inserting an object from another application

Creating a hyperlink

Total number of topics in the module:6