

POWERP00: Microsoft PowerPoint 2007 Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course teaches the basic functions and features of PowerPoint. Students will learn how to create presentations, rearrange and delete slides, use the formatting toolbar, set tabs, and align text. They'll also learn how to work with objects, shapes, text boxes, fill colors, WordArt, and other types of images. They'll create tables, apply a design template, work with slide masters, add headers and footers, and use PowerPoint's built-in proofing tools.

Course Outline

Getting Started

- The PowerPoint window
- Getting help

New Presentations

- Creating new presentations
- Saving presentations
- Rearranging and deleting slides
- Using slides from other presentations

Formatting Slides

- Text formatting
- Modifying text
- Paragraph formatting

Drawing Objects

- Shapes
- Modifying objects
- Text in objects

Graphics

- WordArt
- Pictures
- Clip art

Tables and Charts

- Tables
- Charts
- Diagrams

Modifying Presentations

- Templates and themes
- Slide master
- Transitions and timings
- Speaker notes
- Setting up slide shows

Proofing and Delivering Presentations

- Proofing presentations
- Running presentations
- Printing Presentations

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped