

PowerPoint 2007

What this course has to offer?

In this course you will get to know basic and advanced functions of PowerPoint 2007. You will work with different slide layouts and become familiar with varying elements of the presentation. You will learn how to create charts and SmartArt Graphics. Furthermore you will work with different design templates. You will create professional presentations using integrated graphics and pictures as well as individually designed texts. The course concludes with using drawing objects.

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Number of lessons: 57

Processing time approx. 6 h

The Learning Contents Overview:

Chapter 1: What is PowerPoint?

PowerPoint Presentations

Chapter 2: The Desktop

Starting and Ending PowerPoint
The PowerPoint Application Window
Calling up Commands from the Ribbon and the Shortcut Menu

Chapter 3: First Steps with PowerPoint

Entering the Presentation Title and Creating new Slides
Working with Slides
Filling Placeholders with Text
Applying a Slide Layout
Working with Slide Themes
Saving and Closing Presentations

Chapter 4: Basics of Working with Presentations

Creating new Presentations
Page Formatting
Opening Presentations
Switching between opened Presentations
Practice

Chapter 5: Editing Placeholders with Text Content

Working with Placeholder Text Boxes
Selecting Text in Placeholders
Structuring Texts in Placeholders
Deleting, Overwriting and Undoing
Special Features for Text Entry

Chapter 6: Copying and Moving Elements

Moving and Copying Items within a Presentation
Moving and Copying Items Using the Clipboard

Chapter 7: Using the PowerPoint Help Function

Quickly Getting Help with the Program

Chapter 8: Effectively Using the Views in PowerPoint

Comparing the Views
Working in Normal View, Outline View and Slide Sorter View

Chapter 9: Working with various Slide Elements

Creating and Editing Charts
Creating and Editing SmartArt Graphics

Creating and Editing Tables

Inserting Movies, Pictures and Sound Files
Inserting Pictures and Media Clips as Files
Selecting and Editing Slide Elements

Chapter 10: Slide Shows

Controlling Slide Shows
Creating Slide Shows with Slide Transition and Animation Effects

Chapter 11: Basic Text Formatting

Creating, Editing and Formatting Text Boxes
Simple Character Formatting
Carrying Out Special Character Formatting
Formatting Paragraphs
Using Bullets and Numbering
Setting Up Footers

Chapter 12: Finding, Correcting and Replacing Text

Using the Spelling Checker
Finding and Replacing Text

Chapter 13: Working with your own Templates

Creating Templates with Slide Masters
Designing Slide Masters and Master Layouts
Saving Presentations as Templates and Opening them

Chapter 14: Printing Slides and Support Material

Printing Slides and Support Material
Creating Support Material

Chapter 15: Creating and Designing Drawing Objects

Creating Drawing Objects and Changing their Size and Shape
Shape Fill, Shape Outline, Shadow and Other Shape Effects
Rotating, Flipping and Grouping Objects
Labelling Objects
Creating WordArt Objects
Positioning Objects and Defining their Order
Aligning and Distributing Objects

Chapter 16: Managing Presentations

Setting Document Properties
Using the Recovery Feature

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft PowerPoint 2007'.