

# Microsoft PowerPoint 2007 - Comprehensive

**Course Duration:** Three half day sessions

**Prerequisites:** Microsoft Windows

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## **Presentation Basics**

Creating a New Presentation  
Inserting Slides and Selecting a Layout  
Opening a Presentation  
Navigating a Presentation  
Using Undo, Redo, and Repeat  
Saving a Presentation  
Using Print Preview  
Printing a Presentation  
Closing a Presentation

## **Inserting and Editing Text**

Inserting Text  
Inserting a Text Box  
Editing Text  
Cutting, Copying and Pasting Text  
Using the Office Clipboard  
Moving and Copying Text Using the Mouse  
Checking Your Spelling  
Finding and Replacing Text  
Inserting Symbols and Special Characters

## **Formatting Text**

Changing Font Text  
Changing Font Size  
Changing Font Color  
Changing Font Style  
Using the Font Dialog Box  
Using the Format Painter  
Using WordArt

## **Viewing a Presentation**

Changing Views  
Using the Zoom Controls  
Using the Outline Pane  
Working with the Presentation Window  
Working with Multiple Presentations

## **Formatting a Presentation**

Using Document Themes  
Changing the Background of a Slide  
Rearranging Slides  
Adding Headers and Footers

Using the Slide Master  
Working with Bulleted and Numbered Lists  
Formatting Paragraphs  
Working with Tabs and Indents  
Changing Page Setup

## **Working with Objects**

Inserting Clip Art  
Inserting Pictures and Graphics Files  
Formatting Pictures and Graphics  
Inserting Shapes  
Formatting Shapes  
Resize, Move, Copy and Delete Objects  
Positioning Objects  
Applying Special Effects  
Grouping Objects  
Aligning and Distributing Objects  
Flipping and Rotating Objects  
Layering Objects

## **Working with Tables**

Creating a Table  
Working with a Table  
Adjusting Column Width and Row Height  
Inserting and Deleting Rows and Columns  
Merging and Splitting Cells  
Working with Borders and Shading  
Applying a Table Style

## **Working with Charts and SmartArt**

Inserting a Chart  
Inserting Chart Data  
Resizing and Moving a Chart  
Changing Chart Type  
Formatting a Chart  
Working with Labels  
Formatting Chart Elements  
Inserting SmartArt  
Working with SmartArt Elements  
Formatting SmartArt  
Converting Slide Text into SmartArt

## **Applying Transition and Animation Effects**

Applying a Transition Effect



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# Microsoft Word 2000 - Level 1

**Course Duration:** 1 day

**Prerequisites:** Microsoft Windows

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Modifying a Transition Effect  
Applying a Standard Animation Effect  
Applying a Custom Animation Effect  
Modifying Animation Effects  
Previewing a Transition or Animation Effect

## **Working with Multimedia**

Inserting Sounds  
Inserting a CD Track  
Inserting a Movie Clip  
Narrating a Presentation  
Using Action Buttons

## **Finalizing a Presentation**

Setting Up a Slide Show  
Rehearsing Slide Show Timings  
Adding Comments to a Slide  
Hiding a Slide  
Marking a Presentation as Final

## **Delivering a Presentation**

Delivering a Presentation on a Computer  
Using the Pen and Making Annotations  
Creating a Presentation that Runs by Itself  
Using Presenter View  
Creating a Custom Show

## **Collaborating with Others**

Using the Document  
Using the Compatibility Checker  
Packaging a Presentation  
Saving a Presentation as PDF or XPS

Saving a Presentation as a Web Page  
Adding a Digital Signature to a Presentation  
Password Protecting a Presentation  
Publishing a Presentation to a Document  
Workspace

## **Working with Other Programs**

### **Advanced Topics**

Collaborating with Excel  
Collaborating with Word  
Modifying Embedded or Linked Content  
Creating Handouts in Microsoft Word  
Importing and Exporting an Outline

### **Advanced Topics**

Customizing the Quick Access Toolbar  
Using and Customizing AutoCorrect  
Changing PowerPoint's Default Options  
Converting an Older Presentation to PowerPoint 2007  
Recovering Your Presentations  
Using Microsoft Office Diagnostics  
Viewing Document Properties and Finding a File