The Courseware Shop

PowerPoint 2007 Introduction

One Day Course

for evaluation only

MICROSOFT POWERPOINT 2007 INTRODUCTION

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Foreword

This course was written for trainees wishing to learn to use Microsoft PowerPoint. It is written for using Microsoft PowerPoint in the Office 2007 suite of applications. However, it does not include a 'New Features' section exclusively about new features in Microsoft PowerPoint within Office 2007. It is very easy to see a complete list of the new features in Office v2007 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application's help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee PowerPoint in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, 'version functionality' is purposely avoided.

MODULE 1; POWERPOINT BASICS

Objectives:

At the completion of this lesson you will be able to:

- Start PowerPoint
- Open an Existing Presentation
- Navigate around a presentation
- Use different views
- Save a Presentation
- Close PowerPoint

Topics

FOREWORD

This is an introductory course and it is therefore assumed that the student or delegate is new to PowerPoint. It is for this reason that the new features are not listed exhaustively in the opening chapters of a course aimed at beginners. This is especially relevant with Office 2007.

Although most of the new features can be found in the appendixes it is not a complete catalogue and delegates wishing to delve deeper into the subject ought to sit a PowerPoint 2007 Upgrade course. Comprehensive details can of course also be found in PowerPoint Help under ***What's New in PowerPoint***.

GETTING STARTED WITH POWERPOINT 2007

PowerPoint is a *presentation graphics* application program. It provides tools for creating paper or overhead transparency presentations, 35mm slides, computer desktop presentations, and network presentations. Within PowerPoint, you have access to word processing, as well as drawing and graphics capabilities, which provide your presentation with a professional flair and added interest.

PowerPoint provides the tools to produce professional-looking presentations ranging from a simple bulleted list to colorful graphs showing market trends. You can change the point size and font of text, use find and replace features, and check spelling. You can also import clip art, select shapes, draw freehand objects, or combine these options to produce any kind of drawings you need. These tools allow you to create presentations that meet a variety of needs, such as overheads for a large lecture hall or a slide show presented on a computer screen.

In PowerPoint, a presentation is one file made up of a series of related slides. Each slide is a work area similar to a page in a word processing document, consisting of text and graphics. There is no limit to the number of slides that can be included in one presentation.