

Information Technology and Computer Skills Training

POWERPOINT 2007 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

GETTING STARTED

- Starting PowerPoint 2007
- What's New In Microsoft Office PowerPoint 2007
- How To Create A Presentation Using A Template
- Using The PowerPoint 2007 Ribbon and Quick Access Toolbar
- Getting Help and Maintenance from Office Online
- How To Use AutoRecover Options
- How To Recover A PowerPoint File
- Using View Options In PowerPoint 2007
- Working With A Presentation

WORKING WITH SLIDES AND PRESENTATIONS

- How To Create A New Presentation
- How To Enter The Slide Title And Subtitle
- How To Insert A New Slide In The Slide Pane
- How To Select A Layout For The New Slide
- How To Change The Slide Layout To An Existing Slide
- How To Enter The Slide Title and Bulleted Text
- How To Enter A New Line That Does Not Have A Bullet Point
- Using The Outline Pane in Normal View
- Organizing Slides In The Slide Sorter View

FORMATTING PRESENTATIONS

- Formatting Text
- Formatting Paragraph
- How To Convert Text To SmartArt Graphic
- Formatting Design Themes
- Formatting Background
- Adding Header And Footer

WORKING WITH SHAPES

- Utilizing The Drawing Tools
- How To Insert A Text Box
- Formatting Shapes
- Manipulating Graphical Objects

WORKING WITH TABLES, GRAPHS AND ORGANIZATION CHARTS

- Creating Tables
- Creating and Changing Charts

DELIVERING AND CONTROLLING A PRESENTATION

- Applying Slide Transitions Effect
- Applying Animation Effect
- How To Run An On-Screen Presentation
- How To Navigate Between Slides During A Presentation
- How To Highlight Text Or Objects During A Presentation
- How To Save Annotations After The Presentation

PRINTING A PRESENTATION

- Changing Page Setup Options
- Printing A Presentation

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.

