

# PowerPoint 2007 Level 1

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## Objectives

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them.

## Audience

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. Students should have completed Microsoft Windows or possess equivalent knowledge before starting this course.

## Location and Length

125 Sixth Street; 4th Floor (Police Headquarters) / 1-day class 9:00am-4:30pm (6 hours of instruction)

## Format

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Course Content

### Lesson 1: Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

### Lesson 2: Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

### Lesson 3: Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

### Lesson 4: Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

### Lesson 5: Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

### Lesson 6: Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

### Lesson 7: Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

### Lesson 8: Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation