



Approved Courseware

# Microsoft® Office PowerPoint 2007

Exam 77-603

## Course Description

*Microsoft® Office PowerPoint 2007* teaches students how to create and manage presentations. You will use a variety of commands and functions to create different items such as pictures, text boxes, shapes to enhance the text in the presentation. The course is designed for persons who are new to presentation programs, or who only plan to use PowerPoint occasionally.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist, Exam # 77-603.

## Course Length/Cost

This program is delivered over duration of 9 contact hours or three, three hour sessions. The cost of this program is TTD \$900.

## Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

Students who wish to become proficient using the features of *Microsoft Office PowerPoint 2007* will benefit from taking this course.

# Microsoft® Office PowerPoint 2007

## Course Objectives

After completing this course, you will be able to:

- ↻ identify parts of the PowerPoint screen
- ↻ open, save, close and switch between presentations
- ↻ move around in PowerPoint
- ↻ add and edit text in different views
- ↻ create a presentation using templates, themes or blank slides
- ↻ insert and delete slides
- ↻ modify slide layouts, themes and page setup
- ↻ change viewing options
- ↻ insert, modify, format, and delete text
- ↻ use proofing tools
- ↻ create, modify, format, and delete WordArt
- ↻ add and manipulate graphics from a variety of sources
- ↻ insert and modify shapes and illustrations
- ↻ create and modify a variety of SmartArt diagrams
- ↻ create and modify a chart
- ↻ create, format, and enhance a table
- ↻ create, modify and manipulate slide masters
- ↻ format a slide masters theme, background and color
- ↻ add, remove and modify animations
- ↻ add, remove and modify custom animations
- ↻ create notes and handouts
- ↻ print the presentation and use various printing options
- ↻ set up and run the slide show
- ↻ use slide show presentation tools
- ↻ determine slide transitions and settings
- ↻ create a presentation from outlines
- ↻ import slides from another presentation
- ↻ insert hyperlinks, action buttons, media clips, and sounds
- ↻ view and manage markups
- ↻ insert, modify and delete comments
- ↻ add a digital signature or password to protect a presentation
- ↻ remove hidden data and personal information from your presentation
- ↻ create self-running presentations
- ↻ publish a presentation to a web server
- ↻ use the Package for CD feature

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## Course Outline

### **About This Courseware**

Courseware Description  
Course Design  
Course Objectives  
Conventions and Graphics

### **Lesson 1: Introducing PowerPoint**

Lesson Objectives  
Overview  
Looking at the PowerPoint Screen  
Structuring a Presentation  
Creating New Presentations  
Organizing Files  
Changing the Page Setup  
Organizing Slides  
Changing the View  
Lesson Summary  
Review Questions

### **Lesson 2: Working with Text**

Lesson Objectives  
Working with Text in a Presentation  
Using Bullets and Numbering  
Formatting Text Content  
Manipulating Text Content  
Lesson Summary  
Review Questions

### **Lesson 3: Working with Text Content**

Lesson Objectives  
Using Text Boxes  
Using WordArt  
Lesson Summary  
Review Questions

### **Lesson 4: Working with Illustrations and Shapes**

Lesson Objectives  
Using Pictures  
Inserting Clip Art  
Inserting Shapes  
Arranging Illustrations and Shapes  
Lesson Summary  
Review Questions

### **Lesson 5: Working with SmartArt**

Lesson Objectives  
Creating a SmartArt Diagram  
Modifying SmartArt Diagrams  
Lesson Summary  
Review Questions

### **Lesson 6: Working with Charts and Tables**

Lesson Objectives  
Inserting Charts  
Using Tables  
Formatting the Table  
Lesson Summary  
Review Questions

### **Lesson 7: Working with Slide Masters**

Lesson Objectives  
Using Slide Masters  
Formatting a Slide Master  
Lesson Summary  
Review Questions

### **Lesson 8: Using Animations**

Lesson Objectives  
Inserting Animations  
Customizing Animations  
Lesson Summary  
Review Questions

### **Lesson 9: Finalizing the Presentation**

Lesson Objectives  
Creating Notes  
Customizing Notes Master  
Creating Handouts  
Printing the Presentation  
Printing Slides  
Running the Slide Show  
Setting Slide Show Options  
Lesson Summary  
Review Questions

### **Lesson 10: Using External Content**

Lesson Objectives  
Creating Presentations from Outlines  
Creating Presentations from Word Outlines  
Reusing Slides from an Existing Presentation  
Inserting Hyperlinks  
Inserting Media Clips  
Using Sounds  
Copying Elements on Slides  
Lesson Summary  
Review Questions

### **Lesson 11: Using Collaborative Features and Securing Shared Presentations**

Lesson Objectives  
Reviewing Presentations  
Protecting Presentations  
Identifying Compatibility Issues  
Using the Document Inspector  
Using Information Rights Management  
Marking Presentations as Final  
Saving With Specific File Types  
Packaging Presentations for a CD  
Lesson Summary  
Review Questions

### **Lesson 12: Preparing and Rehearsing Presentation Delivery**

Lesson Objectives  
Customizing the Slide Show  
Rehearsing the Presentation  
Lesson Summary  
Review Questions