



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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*A Division of Moore Solutions inc*

## Microsoft® Office PowerPoint® 2007: Level 1

### Course Specifications

Course number: 084841

Software: Microsoft® Office PowerPoint® 2007

Course length: 1.0 day(s)

Certification: PowerPoint® 2007 MS Specialist

### Course Description

You may want to upgrade paper-based overhead presentations to an electronic format. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

**Course Objective:** 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. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

**Target Student:** 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. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

**Prerequisites:** To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows XP Professional: Levels 1 and 2
- Windows 2000: Introduction

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

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

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## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A Pentium IV 1.5 GHz processor (2 GHz recommended).
- A minimum of 256 MB of RAM; 512 MB of RAM is recommended.
- A 10 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM or DVD drive.
- A mouse or other pointing device.
- A VGA or higher video adapter and monitor. Recommended monitor resolution is 1024 x 768.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer.
- A projection system to display the instructor's computer screen.

## Platform Requirements

- Windows XP

## Software Requirements

- Microsoft® Office Professional Edition 2007.
- Windows XP Professional with Service Pack 2.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the PowerPoint environment.
- create a presentation. You will also add text and themes to a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

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## Course Content

### Lesson 1: Exploring the PowerPoint Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Explore the Ribbon
- Topic 1C: Use Microsoft PowerPoint Help
- Topic 1D: Customize the Quick Access Toolbar

### Lesson 2: Creating a Presentation

- Topic 2A: Create a Presentation
- Topic 2B: Save a Presentation
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Use the PowerPoint Galleries
- Topic 2E: Work with Themes
- Topic 2F: Enter Text
- Topic 2G: Edit Text
- Topic 2H: Navigate Through a Presentation
- Topic 2I: Use the Various Presentation Views

### Lesson 3: Formatting Text on Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Apply Paragraph Formats
- Topic 3C: Format Text Placeholders

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

- Topic 4A: Insert Clip Art and Pictures
- Topic 4B: Draw Shapes
- Topic 4C: Insert WordArt

### Lesson 5: Modifying Objects

- Topic 5A: Work With Objects
- Topic 5B: Change Object Orientation
- Topic 5C: Format Objects
- Topic 5D: Group and Ungroup Objects
- Topic 5E: Arrange Objects

### Lesson 6: Adding Tables to a Presentation

- Topic 6A: Create a Table
- Topic 6B: Format Tables
- Topic 6C: Insert a Table from Microsoft Word

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### **Lesson 7: Inserting Charts in a Presentation**

- Topic 7A: Create a Chart
- Topic 7B: Edit Chart Data
- Topic 7C: Modify a Chart
- Topic 7D: Paste a Chart from Microsoft Excel

### **Lesson 8: Preparing to Deliver a Presentation**

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Apply an Animation Effect
- Topic 8E: Create Speaker Notes
- Topic 8F: Print a Presentation
- Topic 8G: Package a Presentation

### **Appendix A: Microsoft Office Specialist Program**

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