

SHORT COURSES

MICROSOFT POWER POINT 2007 (BASIC LEVEL)



INTRODUCTION

Microsoft PowerPoint is one of the most popular tools for creating slide show presentations. It is often used to organize thoughts for a meeting or lesson, to present key points in a live presentation, and even to create handouts. This article outlines how to can make PowerPoint files more accessible on the web.

Our Microsoft Office PowerPoint 2007 training course describes the new interface and features of PowerPoint. It also covers how to work with drawing and graphic tools while making a presentation, how to modify an existing presentation, and proofing and running presentations.

OBJECTIVE

- Understand the basics of Microsoft® PowerPoint 2007, and how it is different from Microsoft® PowerPoint 2003
- Understand how to navigate efficiently to the relevant tools within Ribbon
- Practise using useful PowerPoint tools and functions to prepare creative designs and slides
- Gain a better understanding of the various PowerPoint tools, and how they can be used in your presentations, to create impactful and professional PowerPoint presentations
- Use keyboard shortcuts to improve your efficiency and speed while using PowerPoint
- Insert Charts / Graphs / Movies / Sounds, etc. into your PowerPoint
- Use the various Format functions available to enhance the creation and design of your PowerPoint slides.

METHODOLOGY

- Speakers Presentations
- Quiz and Presentations Exercise

COURSE TOPICS

Getting Started With Powerpoint

- Starting PowerPoint
- Navigating the PowerPoint Screen
- Using the Mouse
- Using the Keyboard
- Getting Help

Creating A Presentation

- Creating a New Presentation
- Saving a Presentation
- Closing a Presentation & Quitting PowerPoint
- Opening an Existing Presentation

Working With Presentation Slides

- PowerPoint views
- About Slide Layouts
- Working with Slides

Adding And Formatting Text

- Adding and Editing Text
- Formatting Text thru the Formatting Toolbar
- Formatting Text thru the Font Dialog Box
- Copying the Attributes of Text
- Managing Text in an AutoShape
- Paragraph Formatting

Creating Graphic Objects

- WordArt
- Working with Drawing Tools
- Inserting a Clipart & Picture

Managing Graphic Objects

- Selecting and Deselecting Objects
- Selecting Text
- Grouping and Ungrouping Objects

Modifying Graphic Objects

- Flipping and Rotating Objects
- Resizing and Moving the Object
- Stacking and Copying Objects
- Making Different Shapes of the Same Size
- Aligning and Positioning Objects

Formatting Graphic Objects

- Enhancing Objects with Fills
- Adding Shadows Enhancing with 3-D Effects
- Copying the Attributes of an Object

Running A Slide Show

- Working With Slide Master
- Adding Transitions between Slides
- Hiding a Slide
- Showing a Hidden Slide
- Running the Slide Show

Printing A Presentation

- Setting Up Slide Format for Printing
- Printing Slides, Outlines, Notes Pages, & Handouts
- Printing All the Slides

your success is our driving force

16 / 16



GEO POWER SYSTEM (M) SDN. BHD. (533619-U)

1-47, Jalan Kajang Impian 1/11,
Taman Kajang Impian, 43650 Bandar Baru Bangi,
Selangor Darul Ehsan, Malaysia.
Tel : 03-8926 7911 / 917 / 918 Fax: 03-8926 7912
Email: info@geopower.com.my
Website : www.geopower.com.my

For More Information, Please Contact:

Pn. Rosnah: 012 659 6008

En. Arshad: 016 700 2170

Cik Azleena: 012 627 2457