



PowerPoint 2007: Basic

Prerequisites: *Windows XP: Basic* or equivalent experience

Unit 1: Getting started

The PowerPoint window
Getting help

Unit 2: New presentations

Creating new presentations
Saving presentations
Rearranging and deleting slides
Using slides from other presentations

Unit 3: Formatting slides

Text formatting
Modifying text
Paragraph formatting

Unit 4: Drawing objects

Shapes
Modifying objects
Text in objects

Unit 5: Graphics

WordArt
Pictures
Clip Art

Unit 6: Tables and charts

Tables
Charts
Diagrams

Unit 7: Modifying presentations

Templates and themes
Slide masters
Transitions and timings
Speaker notes, headers, and footers
Setting up slide shows

Unit 8: Proofing and delivering presentations

Proofing presentations
Running presentations
Printing presentations