

PowerPoint Basics

(PowerPoint 2007 - Level 1)



Getting Started with PowerPoint

- Navigate and View a Presentation
- Enter Text
- Save a Presentation

Creating a Presentation

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

Formatting Text on Slides

- Apply Character & Paragraph Formats
- Format Text Placeholders

Adding Graphical Objects to a Presentation

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

Modifying Objects

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

Adding Tables to a Presentation

- Create & Format a Table
- Format Tables

Inserting Charts in a Presentation

- Create a Chart
- Modify a Chart

Preparing to Deliver a Presentation

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