

## Microsoft PowerPoint 2007 Standard

### 1 Basics

This session will get you started, introduce the features of PowerPoint and prepare you to display a slide show.

#### Aims of this session

To introduce the basic features of PowerPoint, to enable you to edit and display an existing presentation, and adjust your PowerPoint workspace.

On completing this session you will be able to

- Open existing presentations
- Adjust settings and understand views
- Navigate in slide show view
- Save to different file formats
- Use the print options
- Use on-line help

### 2 Text in slides

#### Aims of this session

This session introduces the options for creating new presentations, and explores the use of slide styles, text placeholders and formatting options.

On completing this session you will be able to

- Create a new presentation
- Select presentation design and slide layout
- Format fonts size, type, style and colour
- Use placeholders and text boxes
- Control Autofit

### 3 Presentation style

#### Aims of this session

This session aims to develop the use of design templates and themes, and the use of images and drawing tools to enhance a presentation.

On completing this session you will be able to

- Use themes and adjust colour schemes
- Insert objects
- Format slides
- Draw graphics

## **4 Creating a template**

### Aims of this session

The aim of this session is understand the steps required to make a useful presentation template.

On completing this session you will be able to

- Create a Slide Master
- Create a Title Master
- Create a Notes Master
- Create a template

## **5 Effects**

### Aims of this session

This session aims to develop an understanding of the effects which can be used to enhance a presentation, and the potential dangers of using them.

On completing this session you will be able to

- Use slide transition
- Use animation within slides
- Save your presentation for ease of delivery