

## POWERPOINT 2007 INTRODUCTION

### Introduction

#### Getting started

- what is PowerPoint? starting PowerPoint
- the PowerPoint application window
- using the PowerPoint menu system
- using the Microsoft Office button,
- using the quick access toolbar
- displaying help information, exiting from PowerPoint

#### Creating text slides

- resetting the working folder
- creating a new presentation
- adding a new slide to a presentation
- saving a presentation, editing the text on a slide
- working in the slides tab, working in the outline tab
- resetting the line spacing of paragraphs
- closing a presentation file

#### Using the drawing toolbar

- reopening a presentation file, moving a placeholder
- adding an autoshape to a slide,
- adding text to an autoshape
- printing slides

#### Creating a PowerPoint table

- adding a PowerPoint table to a slide
- formatting a PowerPoint table

#### Including clip art in a presentation

- inserting a clip art image into a slide
- entering additional text on a slide

#### Using design templates

- applying a design template to a presentation
- changing the color scheme for slides
- adding a footer to slides

#### Creating speaker notes

- entering text on a notes page
- adding a header and footer to notes pages and handouts
- using PowerPoint print options

#### Producing a slide show

- running a slide show,
- changing the order of slides in a slide show
- excluding a slide from a slide show,
- adding transition effects to slides

#### Additional PowerPoint features

- basing a new presentation on a design template
- using the spelling checker,
- using the thesaurus
- resetting and replacing fonts in a presentation

#### Final case study