



## Microsoft PowerPoint 2003, 2007 and 2010 Course Outlines

### PowerPoint Level 1

#### **Getting Started**

To begin, participants will learn the basics of PowerPoint: how to open and close it, how to use the interface, how to create a basic presentation, how to save and open presentations, and how to get help.

#### **The New Interface**

Next, participants will closely examine the new interface, including the Quick Access Toolbar and each of the default tabs.

#### **Editing Slides**

Participants will learn how to use placeholders, format slides (including changing the background color, adding headers and footers, and adding slide numbers), and manage slides using the various views.

#### **Adding Effects**

This section will show participants how to format text, add bullets and numbers, and align text.

#### **Printing and Viewing a Presentation**

Participants will learn how to check their presentation for spelling and grammar errors, use research tools, and use Print Preview.



## PowerPoint Level 2

### **Advanced File Tasks**

Participants will learn various file management tasks in this section, including how to use My Computer within PowerPoint and various ways to save their files. Participants will also learn how to use templates and perform various slide navigation tasks.

### **Adding Tables and Charts**

This section will cover creating and formatting tables, adding charts, and adding SmartArt.

### **Adding Graphics**

Participants will learn how to add text boxes, ClipArt, and photo albums in this section. Participants will also learn about advanced SmartArt formatting options.

### **Adding Audio and Visual Effects**

This section will focus on adding movies, sound clips, and animations to a presentation.



## PowerPoint Level 3

### **Advanced PowerPoint Features**

Participants will learn how to use PowerPoint's options to customize the application. We will also look creating custom shows, packaging presentations, and using the PowerPoint Viewer.

### **Links and Objects**

Participants will learn how to create photo albums, hyperlinks, action buttons, and embedded objects.

### **Finishing a Presentation**

This section will discuss the Document Inspector, Mark as Final tool, document workspaces, and comments.

### **Advanced Topics**

Participants will learn how to create voice narrations, use Office diagnostics, and search for Office updates.

### **Creating Masters**

This section will cover how to create and use slide masters.

### **Add-ons to PowerPoint**

This section will discuss how to use COM Add-ins, Smart Tags, and Information Rights Management in PowerPoint. Participants will also learn how to add a digital signature to their presentation.

### **Scripts and PowerPoint**

Participants will receive a brief introduction to Visual Basic and how to code macros for PowerPoint.

### **Formatting a Web Presentation**

To complete the course, participants will learn how to create and publish a presentation to the Web and how to use SharePoint server with PowerPoint.