

## Microsoft® Office PowerPoint 2007: Level 1

### PowerPoint Training Class Content

#### Lesson 1: Getting Started with PowerPoint

- 1A: Explore the User Interface
- 1B: Navigate and View a Presentation
- 1C: Use Microsoft PowerPoint Help
- 1D: Enter Text
- 1E: Save a Presentation

#### Lesson 2: Creating a Presentation

- 2A: Create a Presentation
- 2B: Edit Text
- 2C: Add Slides to a Presentation
- 2D: Arrange Slides
- 2E: Work with Themes

#### Lesson 3: Formatting Text on Slides

- 3A: Apply Character Formats
- 3B: Apply Paragraph Formats
- 3C: Format Text Placeholders

#### Lesson 4: Adding Graphical Objects to a Presentation

- 4A: Insert Clip Art and Pictures
- 4B: Draw Shapes
- 4C: Insert WordArt

#### Lesson 5: Modifying Objects

- 5A: Work with Objects
- 5B: Change Object Orientation
- 5C: Format Objects
- 5D: Group and Ungroup Objects
- 5E: Arrange Objects

#### Lesson 6: Adding Tables to a Presentation

- 6A: Create a Table
- 6B: Format Tables
- 6C: Insert a Table from Microsoft Word

#### Lesson 7: Inserting Charts in a Presentation

- 7A: Create a Chart
- 7B: Edit Chart Data
- 7C: Modify a Chart
- 7D: Paste a Chart from Microsoft Excel

#### Lesson 8: Preparing to Deliver a Presentation

- 8A: Review Content
- 8B: Add Transitions
- 8C: Apply an Animation Effect
- 8D: Create Speaker Notes
- 8E: Print a Presentation

## Microsoft® Office PowerPoint 2007: Level 2

### PowerPoint Training Class Content

#### Lesson 1: Customizing the PowerPoint Environment

- 1A: Customize the Quick Access Toolbar
- 1B: Personalize the PowerPoint Interface
- 1C: Customize Save Options
- 1D: Apply Advanced Customization Options

#### Lesson 2: Customizing a Design Template

- 2A: Set Up a Slide Master
- 2B: Customize Slide Layouts
- 2C: Create Custom Themes
- 2D: Add Headers and Footers
- 2E: Modify the Notes Master
- 2F: Modify the Handout Master

#### Lesson 3: Adding Diagrams to a Presentation

- 3A: Create Diagrams
- 3B: Modify Diagrams

#### Lesson 4: Adding Special Effects to Presentations

- 4A: Add Multimedia Elements
- 4B: Customize Slide Component Animation

#### Lesson 5: Customizing a Slide Show Presentation

- 5A: Set Up a Custom Show
- 5B: Annotate a Presentation
- 5C: Create a Presenter-Independent Slide Show
- 5D: Set Up a Slide Show to Repeat Automatically

#### Lesson 6: Collaborating on a Presentation

- 6A: Review a Presentation
- 6B: Publish Slides to a Slide Library
- 6C: Share a Presentation

#### Lesson 7: Securing and Distributing a Presentation

- 7A: Secure Presentations
- 7B: Package a Presentation
- 7C: Publish a Presentation as a Web Page