



## Microsoft® Office PowerPoint® 2007: Level 1

### Training Course Content

**Course Objective:** Students will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity, and include graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form.

**Prerequisites:** Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to easily use Windows to manage information on their computers

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

#### Lesson 1: Getting Started with PowerPoint

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

#### Lesson 2: Creating a Presentation

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

#### Lesson 3: Formatting Text on Slides

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

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

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

#### Lesson 5: Modifying Objects

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

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

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

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

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

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

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

## Microsoft® Office PowerPoint® 2010: Level 2

### Training Course Content

**Course Objective:** You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Prerequisites:** To ensure your success, we recommend that you first take our PowerPoint Level 1 course or have equivalent knowledge and skills.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

#### Lesson 1: Customizing the PowerPoint Environment

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

#### Lesson 2: Customizing a Design Template

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

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

Topic 3A: Create Diagrams  
Topic 3B: Modify Diagrams

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

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

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

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

#### Lesson 6: Collaborating on a Presentation

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

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

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



## Microsoft® Office PowerPoint® 2010/2007: Level 3

### Training Course Content

**Prerequisites:** To ensure success, students should have experience using PowerPoint 2007, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 and Level 2 courses or have equivalent knowledge and skills.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Creating Advanced Animations.

Topic 1A: Text Boxes and Bullets  
Topic 1B: Tables  
Topic 1C: Charts  
Topic 1D: Text Effects  
Topic 1E: Trigger Effect  
Topic 1F: Advanced Audio/Video Functions  
Topic 1G: Adding Bookmarks

### Lesson 2: Creating Custom Templates

Topic 2A: Themes  
Topic 2B: Master Slides  
Topic 2C: Custom Layouts  
Topic 2D: Custom Footers  
Topic 2E: Copying Formats, Format Painter, and Reusing Slides  
Topic 2F: Custom Templates and the Library

### Lesson 3: Making Your Presentation Interactive

Topic 3A: Action Buttons  
Topic 3B: Hyperlink across PowerPoint and Other Programs  
Topic 3C: Create Text, Pictures and Shape Hyperlinks  
Topic 3D: Create Table of Contents with Hyperlinks  
Topic 3E: Linking Across Applications  
Topic 3F: Editing Linked Presentation and Links

### Lesson 4: Reviewing a Presentation

Topic 4A: Compare and Merge Documents (2013/2010 Only)  
Topic 4B: Review, Create and Modify Contents  
Topic 4C: Protection on Different Levels

### Lesson 5: Working with Proprietary Formats

Topic 5A: Linking and Embedding YouTube Video  
Topic 5B: Inserting a Web Page  
Topic 5C: Inserting a Word Document into PowerPoint  
Topic 5D: Inserting a Screenshot

### Lesson 6: Sharing Best Practices

Topic 6A: Presentation Tips  
Topic 6B: Professional PowerPoint Tips