



PowerPoint 2007

Instructor: Dan Schluckbier

Lesson 1: Exploring the Power Point Environment

- Explore the User Interface
- Explore the Ribbon
- Obtain Help
- Customize the Quick Access Toolbar

Lesson 2: Beginning a presentation

- Creating a title and bullet slide
- Creating a slide in Outline view
- Editing slides
- Spelling

Lesson 3: Drawing tools

- Working with drawing tools
- Working with text and drawn objects
- Enhancing drawn objects

Lesson 4: Clip art and WordArt

- Using clip art
- Inserting a table
- Using WordArt

Lesson 5: Organization charts and Microsoft Graph

- Creating an organization chart
- Organization-chart options
- Orientation to Microsoft Graph
- Editing a column chart

Lesson 6: Templates and the Slide Master

- Selecting a template
- Changing text and bullets in the Slide Master
- Removing Slide Master objects and adding a footer

Lesson 7: Slide shows, output, and presentation options

- Slide show options
- Adding transitions and animation to a slide show
- Running a manual and an automatic slide show
- Working with speaker notes
- Printing a presentation

**For more information or to register,
please call 989.797.4075.**