

## **PowerPoint 2007 Basic** Ref: PP27BA

**Days of training:** 1

**Prerequisites:** Windows XP: Basic or equivalent experience

### **Getting started**

The PowerPoint window

Getting help

### **New presentations**

Creating new presentations

Saving presentations

Rearranging and deleting slides

Using slides from other presentations

### **Formatting slides**

Text formatting

Modifying text

Paragraph formatting

### **Drawing objects**

Shapes

Modifying objects

Text in objects

### **Graphics**

WordArt

Pictures

Clip art

### **Tables and charts**

Tables

Charts

Diagrams

### **Modifying presentations**

Templates and themes

Slide masters

Transitions and timings

Speaker notes

Setting up slide shows

### **Proofing and delivering presentations**

Proofing presentations

Running presentations

Printing presentations