

## **PowerPoint 2007 - Level 1**

## **Course Outline**

The skills necessary to use PowerPoint are taught in PowerPoint 2007, Level 1. This course covers tasks on exploring PowerPoint, using basic presentation skills, and working with presentations. Students will also learn how to use the outline tab, edit and proof text, and print.

Students will also be introduced to ways to enhance a presentation. They include tasks on formatting presentation text, formatting bullets and numbers, using Slide Sorter view, and editing multiple presentations. Students will also learn how to use graphic images, work with drawing objects, and use Slide Show view.

### **Prerequisites:**

An understanding of Windows

### **Objectives:**

- Explore PowerPoint
- Use basic presentation skills
- Work with presentations
- Use the outline tab
- Edit and proof text
- Print
- Format presentation text
- Format bullets and numbers
- Use Slide Sorter view
- Edit multiple presentations
- Use graphic images
- Work with drawing objects
- Use Slide Show view