



Microsoft PowerPoint 2007 Outline

Notes:

- All lessons are bite-sized and self-contained, so you can select only what you need.
- Covers beginning, intermediate and advanced topics.
- The Interactive Online Learning and Customizable Courseware versions both feature matching content for a true blended learning solution.

Chapter One: The Fundamentals	Beginning
Starting PowerPoint 2007	
What's New in PowerPoint 2007?	
Understanding the PowerPoint 2007 Program Screen	
Understanding the Ribbon	
Using the Office Button and the Quick Access Toolbar	
Using Keyboard Commands	
Using Contextual Menus and the Mini Toolbar	
Using Help	
Exiting PowerPoint 2007	
Chapter Two: Presentation Basics	Beginning
Creating a New Presentation	
Inserting Slides and Selecting a Layout	
Opening a Presentation	
Navigating a Presentation	
Using Undo, Redo and Repeat	
Saving a Presentation	
Using Print Preview	
Printing a Presentation	
Closing a Presentation	
Chapter Three: Inserting and Editing Text	Beginning
Inserting Text	
Inserting a Text Box	
Editing Text	
Cutting, Copying and Pasting Text	
Using the Office Clipboard	
Moving and Copying Text Using the Mouse	
Checking Your Spelling	
Finding and Replacing Text	
Inserting Symbols and Special Characters	

Chapter Four: Formatting Text	Beginning
Changing Font Type	
Changing Font Size	
Changing Font Color	
Changing Font Style	
Using the Font Dialog Box	
Using the Format Painter	
Using WordArt	
Chapter Five: Viewing a Presentation	Beginning
Changing Views	
Using the Zoom Controls	
Using the Outline Pane	
Working with the Presentation Window	
Working with Multiple Presentations	
Chapter Six: Formatting a Presentation	Intermediate
Using Document Themes	
Changing the Background of a Slide	
Rearranging Slides	
Adding Headers and Footers	
Using the Slide Master	
Working with Bulleted and Numbered Lists	
Formatting Paragraphs	
Working with Tabs and Indents	
Changing Page Setup	
Chapter Seven: Working with Objects	Intermediate
Inserting Clip Art	
Inserting Pictures and Graphics Files	
Formatting Pictures and Graphics	
Inserting Shapes	
Formatting Shapes	
Resize, Move, Copy and Delete Objects	
Positioning Objects	
Applying Special Effects	
Grouping Objects	
Aligning and Distributing Objects	
Flipping and Rotating Objects	
Layering Objects	

Chapter Eight: Working with Tables	Intermediate
Creating a Table	
Working with a Table	
Adjusting Column Width and Row Height	
Inserting and Deleting Rows and Columns	
Merging and Splitting Cells	
Working with Borders and Shading	
Applying a Table Style	
Chapter Nine: Working with Charts and SmartArt	Intermediate
Inserting a Chart	
Inserting Chart Data	
Resizing and Moving a Chart	
Changing Chart Type	
Formatting a Chart	
Working with Labels	
Formatting Chart Elements	
Inserting SmartArt	
Working with SmartArt Elements	
Formatting SmartArt	
Converting Slide Text to SmartArt	
Chapter Ten: Applying Transition and Animation Effects	Intermediate
Applying a Transition Effect	
Modifying a Transition Effect	
Applying a Standard Animation Effect	
Applying a Custom Animation Effect	
Modifying Animation Effects	
Previewing a Transition or Animation Effect	
Chapter Eleven: Working with Multimedia	Intermediate
Inserting Sounds	
Inserting a CD Track	
Inserting a Movie Clip	
Narrating a Presentation	
Using Action Buttons	
Chapter Twelve: Finalizing a Presentation	Intermediate
Setting Up a Slide Show	
Rehearsing Slide Show Timings	
Adding Comments to a Slide	
Hiding a Slide	
Marking a Presentation as Final	

Chapter Thirteen: Delivering a Presentation	
Delivering a Presentation on a Computer	Intermediate
Using the Pen and Making Annotations	
Creating a Presentation that Runs by Itself	
Using Presenter View	
Creating a Custom Show	
Chapter Fourteen: Collaborating with Others	
Using the Document Inspector	Advanced
Using the Compatibility Checker	
Packaging a Presentation	
Saving a Presentation as PDF or XPS	
Saving a Presentation as a Web Page	
Adding a Digital Signature to a Presentation	
Password Protecting a Presentation	
Publishing a Presentation to a Document Workspace	
Chapter Fifteen: Working with Other Programs	
Collaborating with Excel	Advanced
Collaborating with Word	
Modifying Embedded or Linked Content	
Creating Handouts in Microsoft Word	
Importing and Exporting an Outline	
Chapter Sixteen: Advanced Topics	
Customizing the Quick Access Toolbar	Advanced
Using and Customizing AutoCorrect	
Changing PowerPoint's Default Options	
Converting an Older Presentation to PowerPoint 2007	
Recovering Your Presentations	
Using Microsoft Office Diagnostics	
Viewing Document Properties and Finding a File	
Microsoft Office PowerPoint 2007 Review	
Index	