

Simply a Better Way to Learn!



G R A P H I C S / P R E S E N T A T I O N S K I L L S

Microsoft PowerPoint 2007 – Level 1

Course Introduction

The Microsoft PowerPoint 2007 – Level 1 course teaches students the fundamentals of this application and its usage within the Windows environment. Students learn to create, modify, and deliver electronic presentations. They learn to create slides containing text, tables, charts, diagrams, and graphics. Students practice customizing slides and finalizing presentations, and then learn to print and deliver slide shows.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the Microsoft PowerPoint skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the final exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide a basic understanding of Microsoft PowerPoint, a computerized presentation software, in order to create business presentations.

Of Interest to

Those interested in creating and working with presentations.

Course Breakdown

Lesson 1:

Exploring Microsoft PowerPoint 2007; Creating Presentation Files; Entering Text; Viewing and Navigating Presentations; Getting Help While You Work

Lesson 2:

Editing and Manipulating Text; Formatting Text; Managing and Customizing Slides

Lesson 3:

Creating and Modifying a Table; Formatting a Table; Inserting Graphic Objects; Modifying and Formatting Graphic Objects

Lesson 4:

Creating a Summary Slide and Supporting Documents; Proofing and Finalizing Slides; Previewing and Printing a Presentation

Lesson 5:

Understanding Delivery Options; Preparing and Delivering an On-Screen Slide Show

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft PowerPoint 2007 – Level 2 (PPT07M2)

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



PPT07M1 10/08