

## Getting Started

- Overview Of PowerPoint 2007 Screen
- Open A Presentation
- Navigate Slides
- Enter / Delete Text
- Insert A Title And Content Slide
- Insert A Bulleted List
- Insert Sub-Bullets
- Slide Show View
- Use Outline View

## Slide Formatting

- Apply A Shadow
- Change Character Spacing
- Change Case
- Font Color
- Font Size
- Hide / Display Bullets
- Use Different Types Of Bullets
- Change Bullet Colour
- Hide / Display Numbering
- Use Different Types Of Numbering
- Change Line Spacing
- Horizontal Alignment
- Vertical Alignment
- Change Text Direction

## Work With Placeholders

- Move / Resize A Placeholder
- Align A Placeholder
- Apply Shape Fill / Outline / Effects
- Copy A Placeholder
- Use Format Painter Tool

## Work With Slides

- Use Slide Sorter View
- Use Zoom Tool
- Move / Delete / Hide A Slide
- Copy A Slide Within A Presentation
- Copy A Slide Between Presentations
- Reuse Slides From Existing Presentations
- Insert Date And Time
- Insert Slide Number / Footer

## Work With Shapes

- Insert A Rectangle
- Insert A Text Box
- Insert A Line
- Apply Shape Styles
- Apply Shape Fill / Outline / Effects

## Work With Pictures

- Insert A Clip Art Photograph
- Insert A Picture File
- Move / Resize / Delete Image
- Apply A Picture Style
- Change Picture Brightness / Contrast / Colour
- Apply A Picture Style / Shape / Border
- Apply Picture Effects
- Compress Pictures
- Buy Images Online

## Slide Content & Design

- Change Slide Layout
- Insert A Table
- Change Table Style
- Insert SmartArt Diagrams
- Change SmartArt Style
- Convert Text To SmartArt
- Insert WordArt
- Insert A Chart
- Change Chart Style
- Add / Delete Chart Title
- Add / Delete Legend / Data Labels
- Insert Shape Within Chart
- Format Chart Elements

## Slide Master Basics

- Insert Image On Every Slide
- Format Text On Every Slide
- Add Text Box To Master
- View / Modify Title Master

## PowerPoint 2007 Introduction

### Slide Shows & Effects

- Start A Slide Show
- Animate A Bulleted List
- Apply Slide Transition
- Change Transition Speed
- Apply Advance Slide Timings
- Rehearse Timings
- Set Up Custom Slide Shows
- Use Slide Show Navigation Menu

### Saving & Printing

- Save As A PowerPoint 2003 File
- Save As A PDF
- Save As PowerPoint Show
- Print Slides
- Print Handouts
- Print Notes Pages
- Print Outline View