

PowerPoint 2007 Level I

Exploring PowerPoint

- Working with PowerPoint
- Starting PowerPoint
- Using the PowerPoint Interface
- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview
- Exiting PowerPoint
- Exploring PowerPoint

Using Basic Presentation Skills

- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
- Creating a New Presentation
- Opening an Existing Presentation
- Adding a New Slide
- Renaming an Existing Presentation
- Using Basic Presentation Skills
- Working with Presentations
 - Creating a Custom Layout
 - Applying a Theme
 - Applying a Background Style
 - Changing Slide Orientation
 - Changing the Magnification
 - Adding Speaker Notes
 - Switching Views
 - Working with Presentations

Using the Outline Tab

- Working with the Outline Tab
- Collapsing and Expanding Slides
- Demoting and Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides from the Outline Tab
- Rearranging Slides in the Outline Tab
- Using the Outline Tab

Editing and Proofing Text

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text between Slides
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Using Undo and Redo
- Finding and Replacing Text
- Checking Spelling as You Type
- Running the Spelling Checker
- Creating an AutoCorrect Entry
- Using the AutoCorrect Options Button
- Displaying Smart Tags in a Presentation
- Importing Text from Word
- Editing and Proofing Text

Printing

- Printing Presentations
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides
- Printing Speaker Notes
- Printing Outlines
- Printing Handouts
- Creating Headers and Footers
- Printing a Presentation

Formatting Presentation Text

- Formatting Text
- Changing an Existing Font
- Modifying the Font Size
- Changing Font Style and Effect
- Changing the Font Color
- Using the Font Dialog Box
- Using the Format Painter
- Changing Text Alignment
- Setting Tab Stops
- Modifying Paragraph Spacing
- Using the AutoFit Options Button
- Selecting a Shape Style
- Customizing a Shape Style
- Applying Effects to a Text Placeholder
- Selecting a WordArt Style
- Editing Text Outline Color
- Editing Text Fill Color
- Applying Text Effects
- Formatting Presentation Text

Formatting Bullets and Numbers

- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers
- Formatting Bullets and Numbers

Using Slide Sorter View

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View
- Using Slide Sorter View

Editing Multiple Presentations

- Viewing Multiple Presentations
- Copying Text between Presentations
- Copying Slides between Presentations
- Copying Slides with Drag and Drop
- Editing Multiple Presentations

Using Graphic Images

- Working with Graphics
- Using the Clip Art Task Pane
- Using Slide Layouts
- Inserting a Picture
- Cropping a Picture
- Moving a Graphic
- Resizing a Graphic
- Formatting a Graphic
- Recoloring a Graphic
- Inserting Clips with the Clip Organizer
- Organizing Clips
- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border
- Using Graphic Images

Working with Drawing Objects

- Using the Drawing Group
- Drawing an Enclosed Object
- Changing the Fill Color of an Object
- Applying a Fill Effect
- Applying Effects
- Drawing a Line
- Formatting Lines
- Creating a Text Box
- Rotating an Object
- Flipping an Object
- Arranging Objects
- Aligning Objects
- Grouping Objects
- Working with Drawing Objects

Using Slide Show View

- Running a Slide Show
- Navigating a Slide Show
- Creating a Custom Show
- Using Slide Show View