

# MCAS PowerPoint 2007

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

## Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

## Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

## Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

## Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

## Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

## Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

## Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel
- Preparing to Deliver a Presentation
- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation
- Customizing the PowerPoint Environment
- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

## Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes

Add Headers and Footers  
Modify the Notes Master  
Modify the Handout Master

Adding Diagrams to a Presentation  
Create Diagrams  
Modify Diagrams

Adding Special Effects to Presentations  
Add Multimedia Elements  
Customize Slide Component Animation

Customizing a Slide Show Presentation  
Set Up a Custom Show  
Annotate a Presentation  
Create a Presenter-Independent Slide Show  
Set Up a Slide Show to Repeat Automatically

Collaborating on a Presentation  
Review a Presentation  
Publish Slides to a Slide Library  
Share a Presentation

Securing and Distributing a Presentation  
Secure Presentations  
Package a Presentation  
Publish a Presentation as a Web Page