

Impetus PowerPoint 2007 - Beginner

Introducing PowerPoint

- Identify PowerPoint Functions
- Start PowerPoint
- Display the Office Assistant
- Work with the Office Assistant
- Use the AutoContent Wizard
- Select Presentation Types
- Choose Output Options
- Change Presentation Styles
- Remove the Office Assistant

Screen Components

- Identify the Title Bar
- Use and Tailor Menus
- Define the Status Bar
- Work with Toolbars
- Select View Buttons
- Display Common Tasks Options
- Scrolling Through a Presentation
- Change Zoom Settings

View Buttons

- Identify Presentation Views
- Switch to Outline View
- Apply Slide View
- Define Slide Sorter View
- Run a Slide Show
- Select Notes Pages View

Opening Saving and Closing

- Save Presentations
- Close Presentations
- Exit the PowerPoint Application
- Open Existing Presentations
- Select Recently Used Files
- Switch between Presentations

Creating Presentations

- Create New Presentations
- Use Placeholders
- Move Placeholders
- Undo an Action
- Deselect a Placeholder
- Add a New Slide
- Replace a Placeholder

Editing Presentations

- Add Existing Slides into Files
- Differentiate Cut and Copy
- Move Slides using the Toolbar
- Copy Slides using Shortcut Menu
- Display the Clipboard Toolbar
- Collect and Paste Multiple Slides
- Clear the Office Clipboard
- Close the Clipboard Toolbar