PowerPoint 2007 Level 1

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