

Ref No: DDICAU327

**Elements of
Competency**

Create presentations

- Open a presentation package application and create a simple design for a presentation according to organisational requirements
- Open a blank presentation and add text and graphics
- Apply existing styles within a presentation
- Use presentation template and slides to create a presentation
- Use various tools to improve the look of the presentation
- Save presentation to correct directory

Customise basic settings

- Adjust display to meet user requirements
- Open and view different toolbars to view options
- Ensure font settings are appropriate for the purpose of the presentation
- View multiple slides at once

Format presentation

- Use and incorporate organisational charts, bulleted lists and modify as required
- Add objects and manipulate to meet presentation purposes
- Import objects and modify for presentation purposes
- Modify slide layout, including text and colours to meet presentation requirements
- Use formatting tools as required within the presentation
- Duplicate slides within and/or across a presentation
- Reorder the sequence of slides and/or delete slides for presentation purposes
- Save presentation in another format
- Save and close presentation to disk

Add slide show effects

- Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation
- Add slide transition effects to presentation to ensure smooth progression through the presentation
- Test presentation for overall impact
- Use onscreen navigation tools to start and stop slide show or move between different slides as required

Print presentation and notes

- Select appropriate print format for presentation
- Select preferred slide orientation
- Add notes and slide numbers
- Preview slides and spell check before presentation
- Print the selected slides and submit presentation to appropriate person for feedback

Operate a Presentation Package

PowerPoint 2007
ICAU1132B



Number of Pages	266
Audience	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1132B Operate a Presentation Package (PowerPoint 2007). This manual is a learning resource and is not an assessment tool.
Prerequisites	Basic Computer skills. Knowledge of PowerPoint is not necessary.
Course Length	In a training environment this manual is suitable for approximately two days.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Starting PowerPoint

The PowerPoint Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing Font Size

Saving a Presentation

Adding a Slide

Adding a Slide

Bulleted Text

Line Spacing

Creating a Two Content Slide

Typing the Slide's Content

Text and Clip Art

Inserting Clip Art

Sizing the Picture

Moving the Picture

Title and Content Layout

Inserting the Picture

Design Themes

Applying a Theme

Printing

Viewing Slides

Scroll Buttons

Different Views

Normal View

The Slides Tab

The Outline Tab

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

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Typing a Note

Arranging Panes

Slide Previews

Spelling

Design Themes

Applying a Theme

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Object and Text Editing

Moving and Sizing Objects

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Adding Text to the Slide

Removing a Bullet

Skill Builder

Paragraph Spacing

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Adding a Shape

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Inserting a Chart

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Changing the Chart Type

Sizing the Chart

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Editing Chart Data

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Clip Colour

Picture Styles

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Picture Borders

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Results of the Search

Washout

Send to Back

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Inserting a Photograph

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Altering the Position

Grouping the Picture

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SmartArt Colour

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Formatting the Master

Adding a Logo to all Slides

Slide Numberin

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Object Placement
Font Colour
Adjusting Objects
Drawing a Callout
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Small Caps Text
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Inserting a Row
Deleting a Row
Deleting a Column
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Table Borders