



ECDL® Syllabus Five

# Module Six

## Presentation

Windows Vista & Microsoft Office 2007 Edition

### FIRST STEPS WITH PRESENTATIONS

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

### CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Good Practice when creating slide content
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name
- MANIPULATING SLIDES
- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

### THEMES

- Applying a theme to a presentation

### TEXT BOXES (PLACEHOLDERS)

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

### SELECTING, COPYING MOVING, RESIZING AND DELETING TEXT

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

### SEARCHING YOUR PRESENTATION

- Using Find
- Using Replace

### FONT FORMATTING

- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting

### PARAGRAPH FORMATTING

- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Indenting bulleted text
- Line spacing vs. paragraph spacing
- Line spacing
- Paragraph spacing
- Using Outline view
- PowerPoint Presenter Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text AutoFit
- Using the Format Painter

### TABLES

- Table selection techniques
- Column selection
- Row selection
- Entire table selection
- Creating a table
- Applying a style to a table
- Cell background shading
- Adding table effects
- Adding 'Quick Styles' to selected text
- Applying borders to cells
- Deleting rows or columns
- Inserting rows or columns
- Modifying column width and row height
- Distributing rows and columns

### SELECTING, COPYING MOVING, RESIZING AND DELETING ILLUSTRATIONS

- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration

- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations

#### **INSERTING ILLUSTRATIONS**

- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting a line
- Inserting a free drawn line
- Inserting an arrow
- Inserting a text box
- Inserting SmartArt
- Inserting Charts

#### **FORMATTING SHAPES**

- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning graphics relative to each other or relative to the slide
- Aligning shapes relative to the left of a slide
- Aligning shapes relative to the center of a slide
- Aligning shapes relative to the right of a slide
- Aligning shapes relative to the top of a slide
- Aligning shapes relative to the bottom of a slide
- Grouping and ungrouping objects

#### **FORMATTING CHARTS**

- Changing the chart type
- Changing the background colour in the chart
- Changing the column, bar, line or pie slice colours in the chart
- Chart title manipulation
- Adding data labels to a chart

#### **ORGANISATION CHARTS**

- What is an organisation chart?
- Creating an organisation chart
- Adding labels to items within an organisation chart
- Adding a co-worker to an organisation chart
- Adding a subordinates within an organisation chart
- Adding a manager within an organisation chart
- Removing an item from an organisation chart

#### **MOVING, COPYING AND DELETING SLIDES**

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

#### **SLIDE MASTERS**

- What is a slide master?
- Inserting a picture (clipart) into a master slide
- Inserting an image (from a file) into a master slide
- Inserting a drawn object (shape) into a master slide
- Removing a graphic from a master slide
- Creating a footer
- Automatic slide numbering

#### **SLIDE SHOWS**

- Running a slide show
- Slide show transition effects
- Slide show animation effects
- Modifying slide show animation effects
- Hiding slides
- Displaying hidden slides

#### **PRINTING AND PROOFING**

- Spell-checking
- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing a presentation

#### **CUSTOMISING AND COMPATIBILITY ISSUES**

- Modifying PowerPoint options
- Compatibility issues when saving a presentation
- Other file types you can use for saving a presentation
- Saving a presentation as a template
- Creating a new presentation based on a customised template