

Training Course Information

Course Name: PowerPoint 2007 Basics

Course Overview: This course covers many of the commonly used and basic features of Microsoft PowerPoint 2007. Learn how to create effective presentations for personal and business use.

Topics Include:

- Formatting
- Bullets & Numbering
- Shapes
- SmartArt
- WordArt
- Tables
- Slide Transitions
- Custom Animation

Pre-Requisites: An Introduction to PowerPoint 2007 or equivalent knowledge

What's Next? PowerPoint 2007 Basics – The Next Step

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.