

## Training Course Information

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<b>Course Name:</b>	PowerPoint 2007 Basics – The Next Step
<b>Course Overview:</b>	This course continues to cover many of the commonly used and basic features of Microsoft PowerPoint 2007. Transform your presentations with multimedia and charts, as well as learning to use various formatting tools.
<b>Topics Include:</b>	<ul style="list-style-type: none"><li>• Colour/Greyscale Presentations</li><li>• Page Setup</li><li>• Presentation View</li><li>• Hyperlinks</li><li>• Find &amp; Replace</li><li>• Symbols</li><li>• Headers &amp; Footers</li><li>• Arrange</li><li>• Format Painter</li><li>• Video</li><li>• Audio</li><li>• Charts</li></ul>
<b>Pre-Requisites:</b>	PowerPoint 2007 Basics or equivalent knowledge
<b>What's Next?</b>	PowerPoint 2007 Intermediate
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.