

Training Course Information

Course Name: PowerPoint 2007 Intermediate

Course Overview: This course goes beyond the bare basics and focuses on the actual presentation. Learn how to draw on your presentation while you present and much more.

Topics Include:

- Rulers & Guidelines
- Resolution
- Actions
- Slide Show Setup
- Photo Albums
- Presenting
- Reviewing
- Customise

Pre-Requisites: PowerPoint 2007 Basics – The Next Step or equivalent knowledge

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