

Training Course Information

Course Name: PowerPoint 2003 Basics

Course Overview: Learn how to produce creative and effective presentations. Add images, effects and animation to enhance presentations for any purpose, for both personal and business use.

Topics Include:

- ClipArt & Images
- Inserting Video
- Slide Transitions
- Custom Animations
- Saving
- Printing

Pre-Requisites: An Introduction to PowerPoint 2003 or equivalent knowledge

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