

Course PPT0701: Microsoft PowerPoint 2007 – Basic Level

One Day, Instructor Led

Pre-requisites

- None

Course Details

Unit 1: Getting started

- The PowerPoint window
- Getting help

Unit 2: New presentations

- Creating new presentations
- Saving presentations
- Rearranging and deleting slides

Unit 3: Formatting slides

- Text formatting
- Modifying text
- Paragraph formatting

Unit 4: Drawing objects

- Shapes
- Modifying objects
- Text in objects

Unit 5: Graphics

- WordArt
- Pictures

Unit 6: Tables and charts

- Tables
- Charts
- Diagrams

Unit 7: Modifying presentations

- Templates and themes
- Slide masters
- Transitions and timings

Unit 8: Proofing and delivering presentations

- Proofing presentations
- Running presentations
- Printing presentations

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note