



Microsoft PowerPoint Workshops

Introduction - Getting Started

Introduction	Microsoft PowerPoint is the latest release of one of the world's best selling graphics packages. With PowerPoint you can create powerful overheads, 35mm slides or PC presentations, as well as speaker's notes and audience handouts.
Course aims	This intensive, hands-on one-day training course is designed to teach delegates the fundamentals of using Microsoft PowerPoint 2007 to gain basic familiarity with essential skills within Microsoft Office 2007.
Objectives	To give an insight into the main PowerPoint features. The knowledge gained will enable delegates to produce an interesting presentation efficiently and effectively to assist in daily tasks.
Designed for	The course is intended for new users of Microsoft PowerPoint 2007 who want to become productive in the shortest possible time. Delegates should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with PowerPoint is required.
Duration	One day training course
Topics	Introduction Screen layout: menus and dialogue boxes Office assist interactive help New presentation task pane Slide design task pane Creating slides Slide layout task pane Formatting text and graphics Bulleted slides Using tables Creating graphs Insert ClipArt task pane Organisation charts Working in different views Slide view Outline view Slide sorter view Notes pages view Slideshow Enhancements Using templates

For further information call

01252 406420

www.officetraininguk.co.uk



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Slide master
Slide transition
Custom animation
Running a slideshow
Slideshow run options

Follow up

Excel 2007 or Word 2007 Introduction courses (1 day)
PowerPoint 2007 Advanced course (1 day)

Cost

£185 + VAT per person (maximum 8 persons per course – inclusive of lunch)

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