

## Microsoft PowerPoint 2007 Module 1

<b>General Description</b>	The skills and knowledge covered in this publication are sufficient to create real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to create a presentation, add animations, run a slide show, and print and publish presentations.
<b>Learning Outcomes</b>	At the completion of Microsoft PowerPoint 2007 Module 1 you should be able to: <ul style="list-style-type: none"><li>• work with the basic features of PowerPoint</li><li>• work with presentations</li><li>• create a new presentation</li><li>• learn how to add slides with different layouts</li><li>• insert text into a slide and modify it</li><li>• insert and modify clip art in your presentation</li><li>• draw and work with shapes</li><li>• create and work with tables and charts</li><li>• create and work with SmartArt</li><li>• create animations in a presentation</li><li>• create and work effectively with themes</li><li>• navigate a slide show in PowerPoint</li><li>• use a range of printing techniques</li><li>• view and modify slide masters</li><li>• create and use custom templates</li><li>• find the information you need in Help</li></ul>
<b>Target Audience</b>	This publication is primarily designed for people who need to know how to use Microsoft PowerPoint 2007 to create computer presentations. It is ideal for people who work in positions where presenting information in an effective manner is important.
<b>Prerequisites</b>	This publication assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
<b>Pages</b>	174 pages
<b>Approx* Duration</b>	16.0 hrs
<b>Course Disk</b>	Many of the topics in Microsoft PowerPoint 2007 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF730.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, May 02, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



# Microsoft PowerPoint 2007

## Module 1

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Your supplier is:

**Product Information**



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## **Concluding Remarks**

Your supplier is:

**Product Information**