# Microsoft PowerPoint 2007
## Level 2

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| **General Description** | The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 2 are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more. |
| **Learning Outcomes** | At the completion of Microsoft PowerPoint 2007 Level 2 you should be able to: |
| | • insert text into a slide and modify it<br>• create and work with tables and charts<br>• modify charts in a presentation<br>• modify and work effectively with tables<br>• view and modify slide masters<br>• create and use custom templates<br>• import data into PowerPoint from a number of different applications<br>• insert movie and sound clips and work with action buttons<br>• set up a presentation based on how it is to be delivered<br>• find the information you need in Help |
| **Target Audience** | Microsoft PowerPoint 2007 Level 2 is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important. |
| **Prerequisites** | Microsoft PowerPoint 2007 Level 2 assumes some prior knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. |
| **Pages** | 92 pages |
| **Approx\* Duration** | 15.3 hrs |
| **Course Disk** | Many of the topics in Microsoft PowerPoint 2007 Level 2 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF733. |
| **Methodology** | 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. |
| **Companion Publications** | 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 www.watsoniapublishing.com. |

*\* 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 Wednesday, May 21, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*

**Product Information**

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Your supplier is:

**Product Information**