Microsoft PowerPoint 2007
Module 1 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft PowerPoint 2007 Module 1 (with Challenge Exercises) are sufficient to be able to create real-world presentations for sales, budgets, clubs and more. You will learn how to create a presentation, add animations, run a slide show, print and publish presentations.
Learning Outcomes	At the completion of Microsoft PowerPoint 2007 Module 1 (with Challenge Exercises) you should be able to: • work with the basic features of PowerPoint • work with presentations • create a new presentation • learn how to add slides with different layouts • insert text into a slide and modify it • insert and modify clip art in your presentation • draw and work with shapes • create and work with tables and charts • create and work with SmartArt • create animations in a presentation • create and work effectively with themes • navigate a slide show in PowerPoint • use a range of printing techniques • view and modify slide masters • create and use custom templates • find the information you need in Help
Target Audience	Microsoft PowerPoint 2007 Module 1 (with Challenge Exercises) is designed for people who need to know how to create computer presentations. It is ideal for people who work in positions where presenting information in an effective manner is important.
Prerequisites	Microsoft PowerPoint 2007 Module 1 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	206 pages
Approx* Duration	14-16 hrs
Course Disk	Many of the topics in Microsoft PowerPoint 2007 Module 1 (with Challenge Exercises) 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 INF785.
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 Thursday, July 05, 2012 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 (with Challenge Exercises)

Contents

Your supplier is:

Product Information

Slide Show Navigation

Printing

Slide Masters

Templates

Getting Help

Concluding Remarks

Your supplier is:

Product Information

Created with

download the free trial online at nitropdf.com/professional