



**SELECT TRAINING AND RECRUITMENT LTD**

## **Microsoft Powerpoint 2007 - Level 1 & 2**

### **INTRODUCTION:**

The Microsoft Powerpoint – Levels 1 & 2 course is designed to show you how to use some of Microsoft Powerpoint's advanced features. The skills learned in this course will help you to present information in a quick, concise and effective manner.

In the Microsoft Powerpoint - Level 2 course, you will learn how to use powerpoints templates to create quick presentations, create your own presentation from scratch controlling the slides content, layout and formatting, enhance presentations, printing and presenting.

Skill exercises which aim to consolidate learning by applying the new skills to practical application are provided at the end of each section.

### **PREREQUISITES:**

Students wishing to undertake this course should have a basic understanding of the windows environment.

### **COURSE AIMS:**

To provide an overview of the Microsoft Powerpoint software programme, and its application, within the Windows environment.

### **COURSE CONTENT:**

#### **Working with Templates**

Opening existing templates, editing and saving

#### **Creating a Presentation from Scratch**

Creating a presentation, adding slides, demoting and promoting, outline view, changing order of slides, notes pages

#### **Enhancing a Presentation**

Inserting clip-art, resizing and moving clip-art, autoshapes, design, slide sorter

#### **Displaying a Presentation**

Printing, electronic slide show, slide transitioning, animation and slide builds.