

McMillan Bird

PowerPoint 2007

Duration: 1 day

Course Aim:

The aim of this course is for the attendee to gain the skills required to create a professional and effective presentation.

This course is packed with practical activities enabling the attendee to gain these skills

Learning Outcomes

At the completion of this course participants will be able to:

- Customise the Quick Access Toolbar
- Deal with compatibility issues between PowerPoint 2003 and 2007
- Recognise the benefits of working in different views
- Save time by using PowerPoint's shortcut keys
- Apply designs
- Modify slide masters
- Work with multiple slide masters
- Attach a design to slides
- Insert charts and diagrams
- Insert, resize and crop images and pictures
- Draw and format flowcharts and textboxes
- Compress graphics
- Apply and customise animation
- Create hyperlinks and actions to link items
- Effectively navigate a slide show
- Save the presentation in different formats

Training