



Call 0800 112 3034 or 020 8546 5034 for bookings and information

## **POWERPOINT 2007 ESSENTIALS**

This one day course has been designed for those with little or no experience of using PowerPoint 2007.

### **1. PowerPoint 2007 Screen**

- Work with the new ribbon in PowerPoint 2007
- Add tools to the Quick Access Toolbar
- Use the Office Button
- Use Live Preview and make selection
- Select tools from the Mini Toolbar
- Use Launchers to display dialog boxes
- Use Help feature
- Navigate through a Presentation
- Run a Slide Show

### **2. Create a New Presentation**

- Enter text
- Add background colour
- Change the look of text
- Use Bullets and Numbering on slides

### **3. Formatting Slides**

- Add a Slide Colour Scheme
- Using the Design Template

### **4. Adding Content to a Presentation**

- Tables
- Smart Art Graphics
- Images and Movies
- Objects

### **5. Preparing a Presentation for Delivery**

- Adding animation
- Adding sound