

## MS PowerPoint 2007 Basic



6 Hours of Instruction  
\$225

**Course Description:** Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

### Course Content

#### Getting started

The PowerPoint window  
Getting help

#### New presentations

Creating new presentations  
Saving presentations  
Rearranging and deleting slides  
Using slides from other presentations

#### Formatting slides

Text formatting  
Modifying text  
Paragraph formatting

#### Drawing objects

Shapes  
Modifying objects  
Text in objects

#### Graphics

WordArt  
Pictures  
Clip art

#### Tables and charts

Tables  
Charts  
Diagrams

#### Modifying presentations

Templates and themes  
Slide masters  
Transitions and timings  
Speaker notes  
Setting up slide shows

#### Proofing and delivering presentations

Proofing presentations  
Running presentations  
Printing presentations