

Microsoft PowerPoint 2007 Intermediate – 1 Day

Having learnt how to produce basic presentations in the Foundation Course, you should not be ready to make your presentations even more impressive and interactive with this course.

The use of video and sound can lift a presentation to a profession level - if done correctly. This Intermediate course shows you how to do this with style and ease.

In this course the following areas will be covered, we can also teach this content in either PowerPoint XP or 2003

Section One: Advanced File Tasks

- Using My Computer for PowerPoint
- Saving Your Files
- Using Templates
- Navigating within the Slide Show

Section Two: Adding Tables & Charts

- Creating & Working with Tables
- Formatting a Table
- Working with Charts and Graphs
- Working with SmartArt

Section Three: Adding Graphics

- Customising your Diagrams
- Working with Text Boxes
- Clip Art
- Other Illustrations

Section Four: Adding Audio/Visual Effects

- Adding a Movie
- Adding a Sound Clip
- Using Animation
- Advanced Animation Options



For information and support

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