

Innovative Management & Professional Training

Training Venue: Unit 201, Alista Towers

Tel. 345-943-4678

PowerPoint 2007: Essential Skills

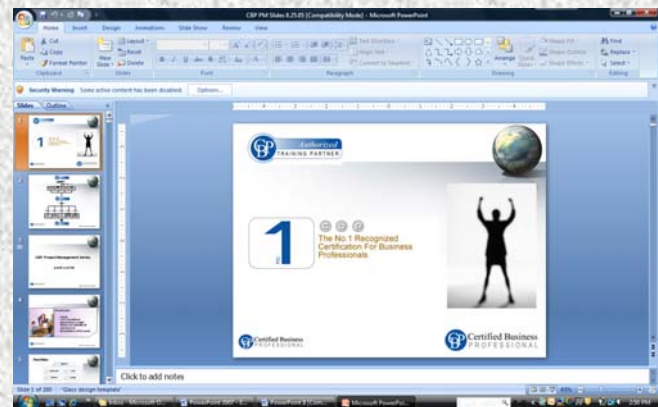
(A 4-hour Program)

Develop your competence in PowerPoint by learning the fundamental skills!!

Learn to create and format content in PowerPoint 2007. If you have never worked with the PowerPoint program or just need to sharpen your skills, give us 4 hours and we will show you the essential features that make PowerPoint a valuable resource.

Course Content

- **An Introduction to PowerPoint 2007**
- **Creating Content**
 - Create new presentations from templates
 - Insert and edit text-based content
 - Insert charts and diagrams
 - Insert pictures, shapes and graphics
- **Formatting Content**
 - Format text-based content
 - Format pictures, shapes and graphics
 - Format slides
 - Apply animation schemes
 - Apply slide transitions
 - Customize slide templates
 - Work with masters
- **Managing and Delivering Presentations**
 - Organize a presentation
 - Set up slide shows for delivery
 - Rehearse timing
 - Deliver presentations
 - Prepare presentations for remote delivery
 - Print slides, outlines, handouts, and speaker notes



Maximum No. of Participants: 8