

One-on-One Personal Computer Training

Get Started Here

Microsoft PowerPoint is one of the world's most popular presentation graphics programs. It is ideal for slides and presentations.

One-on-One Personal Computer Training provides a comprehensive introduction to PowerPoint 2007 and will enable you to become productive with the product.

Learning Outcomes

This course is designed for people who are new to presentation graphics. It covers the essential features people need in day-to-day use of PowerPoint.

At the end of the course, the student will be able to:

- ✔ Understand the purpose of presentation graphics
- ✔ Create, edit, format and print a presentation
- ✔ Open, close and save presentation files
- ✔ Work with PowerPoint's views and screen features such as toolbars, Quick Access Toolbars and zoom
- ✔ Use Help
- ✔ Include graphs, drawings, clip art and organisation charts
- ✔ Run slide shows including transition effects and animation
- ✔ Improve the appearance of a presentation
- ✔ Increase productivity with PowerPoint

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Introduction to PowerPoint 2007 for Windows

Contents

Level 1 (1-Day Course)

- ✔ Introduction to presentation graphics
- ✔ Starting and leaving PowerPoint
- ✔ Working with each of PowerPoint's views
- ✔ Screen elements, shortcut menus, Quick Access Toolbar, zoom
- ✔ Creating a new presentation, adding slides and using templates
- ✔ Opening, saving and closing a presentation
- ✔ Working with text
- ✔ Adding Tables
- ✔ Editing and formatting a presentation
- ✔ Changing the slide layout and selecting a template
- ✔ Slide setup, printing and the spelling checker
- ✔ Drawing simple objects, Shapes and clip art

Level 2

- ✔ Paragraph formatting features such as indentation, tabs, bullets, numbering, alignment and spacing
- ✔ Format Painter
- ✔ SMARTART
- ✔ Colours, lines, patterns and shading
- ✔ Colour schemes and background colours
- ✔ Editing the Slide Master
- ✔ Slide shows including transitions, timings, animation effects, the Slide Navigator and hidden slides
- ✔ Graph concepts, terminology, data sheets and chart types
- ✔ Editing and formatting graphs
- ✔ Notes pages, headers and footers
- ✔ Design tips and Themes
- ✔ Slide Show Navigation
- ✔ Help

Prerequisites

Students should already be familiar with PCs and Windows.

Enquiries

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