

MS PowerPoint 2007 (E-Learning Course)



R 995 Ex VAT



Course time: 126min



License valid for 14 days

About the Course

MS PowerPoint is an extremely powerful package, but most people just scratch the surface of what it can do. It is actually remarkably easy to produce a powerful, effective support to your presentation that is alive with colour and images.

This course will demonstrate step-by-step how to create Microsoft PowerPoint presentations from start to finish including the setting up of charts, slides, graphs and even incorporating advanced digital effects such as sound, embedded video, shuffling and animation.

Learn how to take basic information and using some simple rules and guidelines, turn this into an eye-catching, dynamic PowerPoint slideshow that will add value to the presenter – whether it is yourself or your manager.

Who Should Attend

This course is for anyone who wants to use Microsoft PowerPoint to produce and enhance presentations.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using PowerPoint	This instructional course will walk you through the basics. By the end, you will be able to create stunning presentations that look like they were designed by a professional. At the conclusion of this course you should have: Learned how to create stunning presentations .	20 Minutes
PowerPoint 2007 Basic	Powerpoint is one of those things, isn't it? Got a presentation to do? Powerpoint. And no-one likes to look daft when doing a presentation. This course will help you learn the basics, so you can avoid all that. So, what is Powerpoint, anyway? It's a type of slide creation and presentation software from Microsoft, first released by them in the late 80s. It's very popular, with over 95% of the presentation software market. You'll often see it used in the work environment, so knowing how to use it is really handy. This course will show you the ropes so you can stay up to speed. Topics covered in this course include: Getting started, understanding the layout and diagram, pictures and charts.	46 Minutes
PowerPoint 2007 Intermediate	95% of presentations are done with Powerpoint. That means yours better be pretty darn good to stand out, But how can you make yours the best? This course can help. Loads of people hate having to sit through Powerpoint presentations. It's because they can get a bit boring if they're not done properly. To do them properly, you need a good understanding of how to actually use Powerpoint. This course will teach you the tips and tricks to get the most out of this program, even if you already know how to use it generally. Topics covered in this course include: Working with clipart and shapes, animation, transitions, tables and export, themes, backgrounds and slide masters and getting ready to present.	60 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.



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