



**THE
ENTERPRISE
CENTRE**

PowerPoint 2007

Level 1

1 Day

Workshop Goal

In this **one-day** hands-on workshop, participants will be introduced to the commands and features of Microsoft PowerPoint 2007 and will be able to quickly and easily create professional looking presentation material. Emphasis will be on text-based presentations and methods of showing presentations. Inserting and formatting graphics, including drawing shapes, clip art, word art and special effects.

Topic Outline

Exploring PowerPoint
Using Basic Presentations
Working with Presentations
Using the Outline Tab
Editing and Proofing Text
Printing
Formatting Presentation Text
Formatting Bullets and Numbers
Using Slide Show
Editing Multiple Presentations
Using Graphic Images
Working with Drawing Objects
Using Slide Show View

Recommended Prior Learning

Completion of the **Windows** workshop or equivalent knowledge.