



CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

MICROSOFT® POWERPOINT® - BEGINNING LEVEL 2007

Course Description:

In this course, you will work with Microsoft® PowerPoint® 2007 to create electronic presentations.

Who Should Take This Course:

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® PowerPoint® 2007.

Achieved Results:

You will explore the PowerPoint® environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Course Outline:

- Get started with PowerPoint®
- Create a presentation
- Format text on slides
- Add graphical objects to a presentation
- Modify objects on slides
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation