

Advanced Module “Microsoft PowerPoint 2007”

Course Goal

Learn all the features of PowerPoint 2007 and how to use the application efficiently.

Course Content

- The user interface of Power Point
- Creating new presentations
- Creating new slides
- Working with slides
- Slide designs
- Saving and closing a presentation
- Working with text placeholders
- Copying and moving elements
- Using the help functions
- Using the various views effectively
- Working with diagrams, SmartArt graphics, tables, graphics and multimedia effects.
- Text layout
- Using your own templates
- Slide master
- Printing presentations
- Screen presentations
- Slide transitions
- Animation effects
- Display time
- How should a presentation be organised
- Process of giving a presentation

Course Length

20 instructional units

Course Price

Available on request

Course Location:

Kapsch Partner Solutions GmbH, Johann-Hoffmann-Platz 9, 1120 Vienna or
at customer site, by agreement

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