

## Microsoft PowerPoint Foundation

### Intended Audience

This 1-day course has been designed for experienced Windows users who are required to prepare professional, high quality presentations for use either on Overhead Projectors or for On-Screen Presentation. No previous experience in the use of Graphics Presentation applications is assumed.

### Course Topics

- The PowerPoint Screen
- Slide Formats
- Slide Backgrounds
- PowerPoint Templates
- Inserting Text and Graphics
- Using Page Layouts
- Working with Objects
- Creating Tables & Graphs
- Organisation Charts
- Linking to other Applications
- Formatting the Presentation
- Creating Notes & Handouts
- Using Transition Effects
- Creating Build Slides
- Creating and Running On-Screen Slide Shows

### Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.