



Course: Microsoft Office PowerPoint 2007 Level 1 & 2

Overview: In these courses, students will work with Microsoft Office PowerPoint 2007 to create electronic presentations, and to enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements and create dynamic and visually appealing presentations.

Who Should Attend: These courses are designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. These courses are also intended for students interested in pursuing Microsoft Office Specialist certification in PowerPoint 2007.

At Course Completion: Upon successful completion of these courses, students will be able to:

Level 1

- 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

Level 2

- customize the PowerPoint environment
- customize a design template
- add diagrams to your presentation
- add special effects to a PowerPoint presentation
- use the various options to customize slide shows
- use PowerPoint to publish slides to a slide library and secure your presentations
- finalize a presentation

Course Outline:

Level 1

- Lesson 1 - Getting Started with PowerPoint
- Lesson 2 - Creating a Presentation
- Lesson 3 - Formatting Text on Slides
- Lesson 4 - Adding Graphical Objects to a Presentation
- Lesson 5 - Modifying Objects
- Lesson 6 - Adding Tables to a Presentation
- Lesson 7 - Inserting Charts in a Presentation
- Lesson 8 - Preparing to Deliver a Presentation

Level 2

- Lesson 1 - Customizing the PowerPoint Environment
- Lesson 2 - Customizing a Design Template
- Lesson 3 - Adding Diagrams to a Presentation
- Lesson 4 - Adding Special Effects to Presentations
- Lesson 5 - Customizing a Slide Show Presentation
- Lesson 6 - Collaborating on a Presentation
- Lesson 7 - Securing and Distributing a Presentation

Course Materials: Online resources included:
e-Learning Tutorial, e-Courseware, Exercise Files, Post-class Assessment

Duration: 6 hours per level

Schedule: Please call for details

Venue: Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

Enquiry: Tel <2155 1855> Email <info@newhorizons.edu.hk> Web <<http://www.newhorizons.edu.hk>>