

One-on-One Personal Computer Training

Get Started Here

Microsoft PowerPoint is one of the world's most popular presentation graphics programs. It is ideal for slides and presentations.

One-on-One Personal Computer Training provides a comprehensive introduction to PowerPoint 2007 and will enable the student to become productive with the product.

Learning Outcomes

This course is designed for people who are new to presentation graphics. It covers the essential features people need in day-to-day use of PowerPoint.

At the end of the course, the student will be able to:

- ☞ Understand the purpose of presentation graphics
- ☞ Create, edit, format and print a presentation
- ☞ Open, close and save presentation files
- ☞ Work with PowerPoint's views and screen features such as toolbars, shortcut menus and zoom
- ☞ Use Help
- ☞ Save time with features such as the AutoContent, AutoFit, Wizard, Format Painter and templates
- ☞ Include graphs, drawings, clip art and Smart Art
- ☞ Run slide shows including transition effects and animation
- ☞ Improve the appearance of a presentation
- ☞ Increase productivity with PowerPoint

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson

Introduction to PowerPoint 2007 for Windows

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 1

- ☞ Introduction to presentation graphics
- ☞ Starting and leaving PowerPoint
- ☞ Working with each of PowerPoint's views
- ☞ Screen elements, shortcut menus, the ribbon, the Quick access toolbar, zoom
- ☞ Creating a new presentation, adding slides and the AutoContent Wizard
- ☞ Opening, saving and closing a presentation
- ☞ Working with text
- ☞ Editing and formatting a presentation
- ☞ Changing the slide layout and selecting a template
- ☞ Slide setup, printing and the spelling checker
- ☞ Drawing simple objects, AutoShapes and clip art
- ☞ Tables and Charts

Level 2

- ☞ Smart Art
- ☞ Paragraph formatting features such as indentation, tabs, bullets, numbering, alignment and spacing
- ☞ Format Painter
- ☞ Colours, lines, patterns and shading
- ☞ Colour schemes and background colours
- ☞ Editing the Slide Master
- ☞ Slide shows including transitions, timings, animation effects, the Slide Navigator and hidden slides
- ☞ Notes pages, headers and footers
- ☞ Editing graphics objects and clip art
- ☞ Templates
- ☞ Design tips

Prerequisites

Students should already be familiar with PCs and Windows.

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