

AVP Training

Computer Software Training & Consulting

PowerPoint 2007 Introduction (Level 1)

General Description

Create, present and print presentations incorporating Clip Art, shapes and SmartArt

Learning Outcomes

Operate the Ribbon, customise the Quick Access Toolbar and use the Office Button
Switch between views and navigate existing presentations

Create new blank presentations and theme based presentations

Add slides with different slide layouts containing titles, tables, pictures and charts

Insert, resize and modify Clip Art

Draw, arrange and format basic shapes such as arrows and lines

Use SmartArt to create an organisation chart with various layouts and styles

Include speaker notes, create hyperlinks and present slide shows

Print preview and print slides, audience handouts and speaker notes

Access the help window, search help using keywords and print help topics

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics PowerPoint 2007 Introduction (Level 1)	PowerPoint 2007 Orientation
	Working with Presentations
	Creating Presentations
	Slide Layouts
	Clip Art
	Shapes
	SmartArt
	Slide Show Navigation
	Printing
	Help

AVP Training Computer Software Training & Consulting PO Box 100 Pascoe Vale South, VIC 3044 ABN: 51 105 755 484	<i>'Training you to achieve'</i>	Andrew Papadakis M: 0419 220 525 E: avptraining@optusnet.com.au W: www.avptraining.com.au
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