

Microsoft PowerPoint 2007 Beginning/Intermediate: In this course, students will learn the basic and intermediate functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, Word/Art, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

- Getting started
 - The PowerPoint window
 - Getting help
- New presentations
 - Creating new presentations
 - Saving presentations
 - Rearranging and deleting slides
 - Using slides from other presentations
- Formatting slides
 - Text formatting and Modifying text
 - Paragraph formatting
- Drawing objects
 - Shapes
 - Modifying text
 - Text in objects
- Graphics
 - WordArt
 - Pictures
 - Clip Art
- Tables and charts
 - Tables
 - Charts
 - Diagrams
- Modifying presentations
 - Templates and themes
 - Slide masters
 - Transitions and timings
 - Speaker notes
 - Setting up slide shows
- Proofing and delivering presentations
 - Proofing and Running presentations
 - Printing presentations