

Microsoft Office PowerPoint 2007: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft Office PowerPoint 2007 to create electronic presentations.

Who Needs To Attend

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft Office PowerPoint 2007.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP: Introduction
- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows 2000: Introduction

Course Fee

\$245

Level 2 - Course Description

As a Microsoft Office PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Who Needs To Attend

This course is 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. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft Office PowerPoint 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.



Level 2 - Course Description (Continued)

Prerequisites

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft Office PowerPoint 2007: Level I

Course Fee

\$245

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.