

# Innovative Management & Professional Training

Training Venue: Unit 201, Alista Towers

Tel. 345-943-4678

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## PowerPoint 2007: Essential Skills

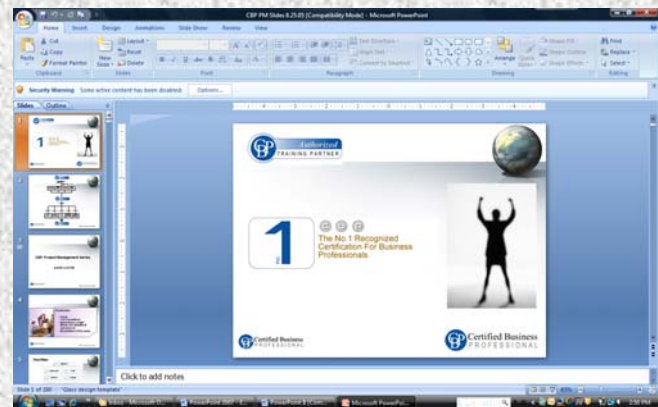
(A 4-hour Program)

**Develop your competence in PowerPoint by learning the fundamental skills!!**

Learn to create and format content in PowerPoint 2007. If you have never worked with the PowerPoint program or just need to sharpen your skills, give us 4 hours and we will show you the essential features that make PowerPoint a valuable resource.

### Course Content

- **An Introduction to PowerPoint 2007**
- **Creating Content**
  - Create new presentations from templates
  - Insert and edit text-based content
  - Insert charts and diagrams
  - Insert pictures, shapes and graphics
- **Formatting Content**
  - Format text-based content
  - Format pictures, shapes and graphics
  - Format slides
  - Apply animation schemes
  - Apply slide transitions
  - Customize slide templates
  - Work with masters
- **Managing and Delivering Presentations**
  - Organize a presentation
  - Set up slide shows for delivery
  - Rehearse timing
  - Deliver presentations
  - Prepare presentations for remote delivery
  - Print slides, outlines, handouts, and speaker notes



**Maximum No. of Participants: 8**