

Information Technology and Computer Skills Training

POWERPOINT 2007 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

WORKING WITH WORDART, SMARTART AND PHOTO ALBUM

- Inserting WordArt
- Applying Effects To WordArt Text
- Creating Designer-quality SmartArt Graphics
- Inserting Picture And Photo Album
- Using The Picture Style Gallery
- Applying Picture Effects

WORKING WITH TABLES, GRAPHS AND ORGANIZATION CHARTS

- Creating Tables and Applying Table Effects
- Inserting Columns and Rows In A Table
- Creating and Editing Chart Data
- Apply A Predefined Chart Layout and Style
- Creating An Organization Chart

WORKING WITH TEMPLATES AND SLIDE MASTERS

- Customizing Slide Masters
- Creating PowerPoint Template
- Saving A Presentation As A Template

DELIVERING AND CONTROLLING A PRESENTATION

- Applying and Removing Slide Transitions Effect
- Adding Sound To A Transition
- Applying Animation Effects
- Running An On-Screen Presentation
- Drawing On Slides During A Presentation
- Saving Annotations After The Presentation
- Setting Timings And Creating Self-Running Presentations
- Creating Custom Shows Within A Presentation
- Packaging A Presentation On CD Or Folder
- Viewing A Packaged Presentation

PRINTING A PRESENTATION

- Changing Page Setup Options
- Printing A Presentation

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