

MasterClass: PowerPoint 2007® Creating Visual Impact

WHY?

SPEND **LESS TIME** AND CREATE INCREDIBLE RESULTS

SAVE TIME BY INVESTING SOME TIME

DISCOVER USEFUL **SHORTCUTS**

BE **IN CONTROL** WHILST PRESENTING

INCREASE YOUR **PRODUCTIVITY**

QUALIFICATIONS

THE CONTENTS OF THIS MASTERCLASS HAVE BEEN

MATCHED AGAINST RECOGNISED QUALIFICATIONS:

- ITQ 2009 (OCR) UNIT PS
- NVQ BUSINESS ADMIN. (OCR) UNIT 217

HOW TO BOOK?

E: TRAINING@KAYENIGHTINGALE.COM



CREATING & FORMATTING PRESENTATIONS

CREATE NEW PRESENTATIONS

USING SLIDE MASTERS

ARRANGE SLIDES

CREATING & FORMATTING SLIDE CONTENT

WORKING WITH TEXT BOXES

MANIPULATE TEXT

LINK CONTENT USING HYPERLINKS

ANIMATION SCHEMES

CUSTOM ANIMATION

WORKING WITH VISUAL CONTENT

SMARTART DIAGRAMS

INSERT ILLUSTRATIONS

INSERT CLIPART

INSERT SHAPES

INSERT & MODIFY CHARTS

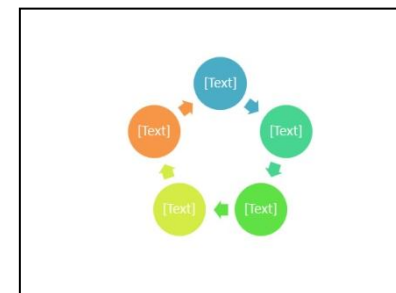
INSERT & MODIFY TABLES

PREPARING THE FINISHED PRESENTATION

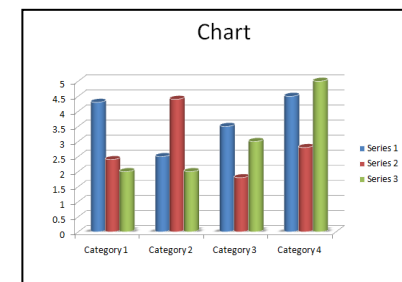
REVIEW PRESENTATIONS

PREPARE PRINTED MATERIALS

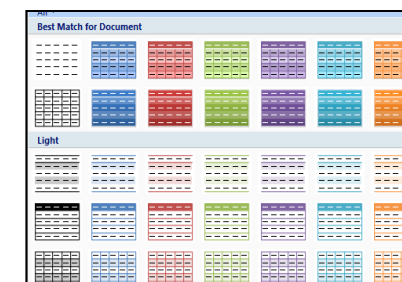
PREPARE & REHEARSE TIMINGS



SmartArt Diagrams



Insert Charts



Insert Tables



Developing **People**

+

Making **Best use of IT**

=

Improving **Productivity using IT**

