



Duration: 1 day

Outcome: The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 2 are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Content:

- Text Techniques
- Tables And Charts
- Modifying Charts
- Modifying Tables
- Slide Masters
- Templates
- Importing Into PowerPoint
- Media And Action Buttons
- Setting Up Shows
- Getting Help