



**INVEST IN YOURSELF NOW!
COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL**

MICROSOFT POWERPOINT 2007: Introduction or Advanced

POWERPOINT 2007 LEVEL 1

Course No. CO375B **Date: Wed. May 26**
Course No. MCO375 **Date: Wed. June 30**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Exploring the PowerPoint environment; Closing presentations and closing PowerPoint; Getting help

Lesson 2: New Presentation

Creating new presentations; Saving presentations; Rearranging and deleting slides; Using slides from other presentations

Lesson 3: Formatting Slides

Exploring text formatting; Working with text; Formatting paragraphs

Lesson 4: Drawing Objects

Drawing shapes; Modifying objects; Working with text in objects

Lesson 5: Graphics

Working with WordArt; Using images; Adding clip art

Lesson 6: Tables and Charts

Working with tables; Inserting charts; Creating diagrams

Lesson 7: Modifying Presentation

Working with templates and themes; Utilizing Slide Masters; Rehearse transitions and timings; Creating speaker notes; Setting up slide shows

Lesson 8: Proofing and Delivering Presentation

Proofing, running, printing a presentation

POWERPOINT 2007 LEVEL 2

Course No. MCO376
Date: Wed. June 9
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Custom Presentation Options

Working with application settings; Creating custom themes; Creating custom templates; using advanced slide master techniques

Lesson 2: Graphic and multimedia content

Modifying clip art; Working with media clips; Using animations; Creating a photo album

Lesson 3: Customizing SmartArt graphics and tables

Customizing SmartArt; Customizing tables

Lesson 4: Action buttons and custom slide shows

Implementing interactive elements; creating custom slide s how

Lesson 5: Distributing a presentation

Inserting comments; Finishing a presentation; Distributing a presentation; Publishing a Web page

Lesson 6: Integrating Microsoft Office files

Building slides from a Word file; Embedding and/or linking content; creating hyperlinks to Documents

Note: As a Priority Partner with Springhouse, Chester County Night School offers this great rate on these and many other Springhouse classes ... but to qualify, you must register through Night School. Please call or visit our web site today.

REGISTER NOW! Call 610-692-1964 or sign up online: www.chestercountynightschool.org