

Presentations

Courses available using Microsoft PowerPoint 97, 2000, XP, 2003 and 2007.

- . One day course
- . Bite-size sessions

Intermediate—Level 2

- Open and save your presentation
- Create and format text slides
- Edit the design of slides
- Apply transitions and animations
- Insert and format charts
- Insert and manipulate graphics
- Import data
- Print a presentation