



### Microsoft PowerPoint 2007 - Design Elements of PowerPoint Presentations

*Click here for course dates and to register.*

Microsoft PowerPoint - Design Elements of PowerPoint Presentations is a 2-hour course focused on teaching you the skills necessary to add formatting appropriately in PowerPoint presentations. Just the right amount of enhancements will create a great look to your slides. Too much and you've ruined the presentation from reaching the audience correctly. Learn skills to select the correct colors and color combinations for your presentations.

**Target Student:** Anyone interested in acquiring skills necessary to enhance PowerPoint presentations.

**Prerequisites:** Before taking this course, you should have a basic understanding of Microsoft PowerPoint.

**Delivery Method:** Instructor-led, online-delivery learning model with structured hands-on activities.

**Benefits:** Upon successful completion of this course, you will be able to create, edit, and enhance PowerPoint presentations with formatting tools.

#### Other PowerPoint 2007 Courses:

**Microsoft PowerPoint - Level 1** Learn the basics of creating and working with PowerPoint presentations.

**Microsoft PowerPoint - Animations and Multimedia** Learn to insert different multimedia elements to presentations. Animations can be created to enhance text and objects. Movie and sounds can be created and inserted to give additional slide information.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Understand Available Formatting Options
- Learn What Works and What Doesn't
- Customize Slide Formats
- Work with Slide Masters for Consistent Designs
- Add Objects to Help Slide Design

