



**This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.**

## COURSE OUTLINE - 2007 Microsoft PowerPoint Essential Course

This comprehensive course covers the fundamental features of PowerPoint2007, which has been superseded by versions, 2010 and 2013, as well exposing the delegate to some of the functions in PowerPoint2007. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient PowerPoint2007 skills to create basic spread sheets and formulae.

This course will prepare the delegate for more advanced PowerPoint2007courses. The delegate receives a PowerPoint2007 manual and an electronic attendance certificate on completion of the PowerPoint Essentials 2007 course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or [emailsales@collegeafricagroup.com](mailto:emailsales@collegeafricagroup.com) for dates in your area?

### Topic-Level Outline

Running Microsoft PowerPoint	Starting a slide show
The PowerPoint screen	Moving around within the slide show
Opening a presentation	Using the pen
Switching between multiple files	Changing views
Working with help	Changing the viewing size
Printing help topics	Working with the slide sorter
Exiting help	Rearranging slides
Screen tips	Deleting an unwanted slide
Running a slide show	Working with the notes page view
Working within the slide pane	Changing fill colors
Customizing objects	Adding a shape effect
Changing outline/line color and style	Working with text

## TOC Continue...

- Changing fonts
- Changing point size
- Changing the font throughout a presentation
- Growing/shrinking the font size
- Applying attributes
- Shadowing text
- Changing font color
- Changing case
- Applying multiple attributes
- Working with the mini toolbar
- Removing attributes
- Aligning text
- Vertically aligning text
- Setting text direction
- Adjusting line spacing
- Using the format painter
- Starting a new presentation
- Switching between multiple presentations
- Outlining your presentation
- Displaying slide details
- Adding a new slide
- Promoting/demoting topics
- Rearranging slides within the presentation
- Rearranging topics
- Removing a slide/bullet
- Adding headers & footers
- Working with text charts
- Entering text
- Using the text tool
- Finding text
- Replacing text
- Changing the slide layout
- Resetting a slide
- Saving a presentation
- Printing
- Adding/deleting slides
- Removing a clip art item
- Redefining your search
- Additional clip art options
- Closing the clip art task pane
- Working with word art
- Changing outline color and style
- Spell checking a presentation
- Selecting objects
- Selecting multiple objects
- Selecting all objects
- The selection pane
- Moving objects
- Copying objects
- Using the office clipboard
- Clipboard options
- Resizing objects
- Arranging objects
- Bringing an object forward
- Sending an object back
- Grouping multiple objects
- Aligning multiple objects
- Rotating objects
- Deleting objects
- Oops! Undeleting
- Redoing an action
- Adding a new slide
- Deleting a slide
- Working with bullet lists
- Converting a block of text to a bullet list
- Hiding/showing bullets
- Adding a bullet list to an existing chart
- Indenting a bullet point
- Out denting a bullet point
- Changing the bullet style
- Drawing objects
- Drawing lines
- Drawing an oval/circle
- Drawing rectangles/squares
- Drawing shapes
- Accessing the complete list of shapes

TOC Continue...

Using the text tool	Changing the pen weight
Using the ruler	Changing the pen color
Setting tabs	Adding special effects
Removing tabs from the ruler	Merging cells
Moving a tab stop position	Splitting cells
Drawing options	Moving a table
Rotating objects	Resizing the table
Adjusting shapes	Deleting a table
Attaching text to a shape	Working with clipart
Aligning text within a shape	Inserting clipart
Adding a table	Changing fill colors
Creating a new table slide	Adding a shape effect
Applying cell attributes	Changing the word art style
Changing the table style	Changing text fill
Adding cell shading	Changing text outline
Adding borders	Changing text effects
Changing the pen style	

**OFFSITE, OUR VENUE**, prices from R 1695 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

## MS OFFICE

## SOFT SKILLS

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

## SPECIALS

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## CONSULTANCY SERVICES

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Excel for Executives  
Excel Automation  
([Excel Automation](#))

Learn to touch-type and be more accurate.

## MS PROJECT

Get fast reports!  
Master MS Project for quick info and outcomes  
([MS Project](#))

## EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



## CONTACT DETAILS

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