

Microsoft PowerPoint 2007 Training Classes in Houston

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  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
PowerPoint 2007 - Training Classes in Houston, Texas

Microsoft PowerPoint 2007: Level
1

Training Course Content

Lesson 1: Customizing the
PowerPoint Environment

Topic 1A: Customize the Quick Access
Toolbar

Topic 1B:
Personalize the PowerPoint Interface

Topic 1C: Customize Save Options

Topic 1D: Apply Advanced Customization
Options

Lesson 2:
Customizing a Design Template

Topic 2A: Set Up a Slide
Master

Topic 2B:
Customize Slide Layouts

Topic 2C:
Create Custom Themes

Topic 2D: Add
Headers and Footers

Topic 2E: Modify
the Notes Master

Topic 2F: Modify
the Handout Master

Lesson 3: Adding Diagrams to a
Presentation

Topic 3A:
Create Diagrams

Topic
3B: Modify Diagrams

Lesson 4: Adding Special Effects to
Presentations

Topic 4A:
Add Multimedia Elements

Topic 4B: Customize Slide
Component Animations

Lesson 5: Customizing a Slide Show
Presentation

Topic 5A:
Set Up a Custom Show

Topic 5B: Annotate a Presentation

Topic 5C: Create a
Presenter-Independent Slide Show

TTopic 5D: Set Up a Slide Show to Repeat
Automatically

Lesson
6: Collaborating on a Presentation

Topic 6A: Review a
Presentation
Topic 6B: Publish Slides to a Slide
Library

TTopic 6C: Share a
Presentation

Lesson
7: Securing and Distributing a
Presentation

Topic 7A:
Secure Presentations

Topic 7B: Package a Presentation

Topic 7C: Publish a Presentation as a
Web Page

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Microsoft PowerPoint 2007: Level 2

Training Course Content

Lesson 1: Getting Started with
Microsoft Project

Topic

1A: Explore the Microsoft Project 2007 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A:
Create a New Project Plan

Topic 2B:
Assign a Project Calendar

Topic 2C:
Add Tasks to the Project Plan

Topic
2D: Enter the Task Duration Estimates

Topic 2E: Add Resources in the Project Plan

Lesson 3:
Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Add a Recurring Task

Topic
3C: Link Dependent Tasks

Topic 3D:
Set a Constraint to a Task

Topic 3E:
Set a Task Deadline

Topic 3F: Add Notes to a Task

Lesson 4:
Managing Resources in a Project Plan

Topic 4A: Create a Resource

Calendar

Topic 4B: Assign Resources
to Tasks

Topic 4C: Assign Additional
Resources to a Task

Topic 4D: Enter
Costs for Resources

Topic 4E: Enter
Values for Budget Resources

Topic
4F: Resolve Resource Conflicts

Lesson 5: Finalizing the Project
Plan

Topic 5A: Display
the Critical Path

Topic 5B: Shorten
the Project Duration

Topic 5C: Set a
Baseline

Topic 5D: Print a Project
Summary Report

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PowerPoint 2010 Training in Houston

Microsoft
Excel 2007 Training in Houston

Microsoft
Excel 2003 Training in Houston