



in partnership
with



Department of Continuing Education

www.ed2go.com/edisonchar

Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

Edison State College
Charlotte Campus
Continuing Education

26300 Airport Rd
Punta Gorda, FL 33950

Phone: 941-637-5669

Fax: 941-637-3503

E-mail:

charlottece@edison.edu

Introduction to Microsoft PowerPoint 2007 \$99

Learn how to use Microsoft PowerPoint 2007—the best presentation program on the market today. This version of PowerPoint is very different from previous versions because of its new interface in which a Ribbon replaces the menu bar and toolbars.

You'll find out how to create dazzling slide presentations consisting of slides that contain text, objects, animation, slide transitions, sounds, charts, outlines, media clips, clip art, and hyperlinks. You'll learn how to work with the new PowerPoint Ribbon, task panes, the clip organizer, and how to access Microsoft's Web site to download clip art and templates for your presentations. You'll see how to make global changes to your slides with the Slide Master. Finally, you'll discover how to save your presentations so you can share them online or copy them onto CDs.

Requirements:

- Microsoft Windows Vista or XP
- Microsoft PowerPoint 2007 or Microsoft Office Professional 2007 (Please be sure to install this software on your computer before the course begins.)
- Internet access
- e-mail
- Microsoft Internet Explorer or Mozilla Firefox Web browser
- Adobe Flash (free download at adobe.com)
- Adobe Acrobat (free download at adobe.com)
- This course is not suitable for Macintosh users, nor for users of any older versions of Microsoft PowerPoint.

To register visit: www.ed2go.com/edisonchar