![Computer Visions logo]
www.compvisions.com
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Albany, NY 12211

Computer Visions Course Outline

Get What You Want
We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It
All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions
Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

PowerPoint: Level 1

Description:
PowerPoint training course covers how to create, customize, and present an interactive slide show. Highlights of the course include using templates and variants; adding images, video, and audio to a slide show; organizing slides into sections; presenting a slide show online; and customizing the PowerPoint interface.

Course Outline
Unit 1: Getting Started
Topic A: The PowerPoint interface

Unit 2: Creating Presentations
Topic A: Creating a basic presentation
Topic B: Working with slides
Topic C: Templates and themes

Unit 3: Editing Slide Content
Topic A: Formatting text
Topic B: Editing efficiently

Unit 4: Working with Shapes
Topic A: Creating shapes
Topic B: Formatting shapes

Unit 5: Graphics
Topic A: WordArt
Topic B: Pictures

Unit 6: Tables and Charts
Topic A: Tables
Topic B: Charts
Topic C: SmartArt

Unit 7: Preparing and Printing Presentations
Topic A: Proofing presentations
Topic B: Preparing a presentation
Topic C: Printing a presentation

Consulting Solutions
Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.
Classroom and Computer Rentals
Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.