



www.compvisions.com  
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# 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 2

### Description:

This course takes students beyond the basics and gives them higher-level skills for Microsoft PowerPoint3. The 12 modules in this course cover key topics, including using slide, handout, and note masters; working with templates; working with comments; reviewing a presentation; advanced presentation.

### Course Outline:

Unit 1: Slide Masters and Transitions

Topic A: Slide masters

Topic B: Transitions and timings

Topic C: Custom slide shows

Unit 2: Graphics and Media

Topic A: Modifying graphics

Topic B: Media clips

Topic C: Animations

Topic D: Photo albums

Unit 3: Customizing Slide Elements

Topic A: Working with SmartArt graphics

Topic B: Customizing tables

Topic C: Working with charts

Unit 4: Action Buttons and Equations

Topic A: Actions buttons

Topic B: Equations

Unit 5: Integrating Microsoft Office files

Topic A: Applying content from a Word outline

Topic B: Embedding and linking content

Unit 6: Finalizing and Distributing Presentations

Topic A: Reviewing and finishing

Topic B: Distributing presentations

Unit 7: Customizing PowerPoint

Topic A: Application settings

Topic B: Custom themes

### 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.