



Information Booklet

Course Name:
Ms PowerPoint
Course Code: B5



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Add a Table, Copy a Table from Office Excel 2007 or Office Word 2007, Draw a Table, Insert a Table from Office Excel 2007, Apply or Change a Table Style.

7. Deliver and Distribute Presentations:- Copy a Presentation to a CD, Network, or Local Disk Drive, Install and Run PowerPoint Viewer, Share and Reuse PowerPoint 2007 Slide Content, File Formats that are Supported in PowerPoint 2007

8. Keyboard Shortcuts of PowerPoint 2007:- Keyboard shortcuts for PowerPoint 2007

9. What's New in PowerPoint 2007:-Introduction, Customize the Quick Access Toolbar, Enable support for Other File Formats, such as PDF and XPS, Introduction to New File Name Extensions and Office XML Formats, Create and Deliver Dynamic Presentations, XML for the Uninitiated.

10. Questions

11. Project Work

5. Fee:

Rs. 1,000 (exclusive of Service Tax)