

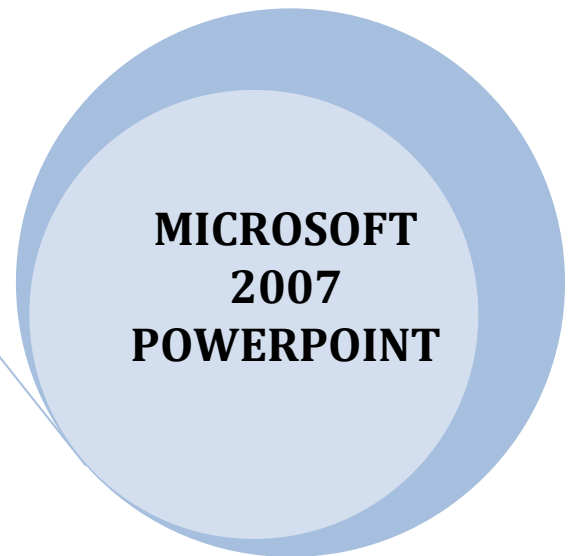
MS PowerPoint - Agenda

July 14, 2009 and July 28, 2009

The objectives of this workshop will provide the participant with

~knowledge of Microsoft Office PowerPoint 2007 features

~the approach in using MS 2007 compared to MS 2003



Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

1:00-1:10	Welcome/Housekeeping
1:10-1:50	MS PowerPoint
1:50-2:00	Break
2:00-2:50	MS PowerPoint continue
2:50-3:00	Break
3:00-3:30	Your Assignment
3:30-4:00	Peer & Share

Topics include: Animation, Hyperlinks, Insert Objects, Overview, Options, Print Options, Rehearse Timings, Slide Design, Slide Layout, Slide Master, Transitions