



## MS PowerPoint Working with Bullet Slides

**Who Should Attend This Clinic:** This will be beneficial for individuals who mainly produce bullet style slides and would like ideas on how to break this mould and produce the same information in a more exciting way. This clinic is intended for MS PowerPoint 2000, 2002 and 2003 users. Specific MS Office 2007 clinics are also available on these topic areas.

**MCW Instructors:** All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

**Duration:** 2 Hours

### Clinic Content:

- Change the Bullet Point Shapes and Colours
- Working with Diagrams
- Working with AutoShapes
- Working with Tables and Charts

Other courses which MCW Offer in this format include:

- Excel
  - Working with Pivot Tables
  - IF Statements
  - Working with Filters
- Word
  - Working with Mail Merge
  - Working with Legal Documents
  - Working with Large Documents
- Access
  - Creating Reports
  - Working with Queries
- Photoshop
  - Working with Old Photographs
- Publisher
  - Mail Merge
  - Creating Flyers