

Primary Data

Training Course Specification

Course: Microsoft PowerPoint 2003 Level 1; Introduction

Duration: One-Day

- COURSE OBJECTIVES:**
- Create and edit simple presentations
 - Enhance presentations by formatting
 - Use the drawing tools to create and edit logos & pictures
 - Insert objects
 - Apply Slide design
 - Set-up presentations for printing purposes
 - Create and automate screen shows

WHO SHOULD ATTEND: PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

EXPERIENCE NEEDED: Delegates should have an understanding of the operating systems: Windows 2000 or above.

COURSE CONTENT

1: POWERPOINT BASICS

FOREWORD
GETTING STARTED WITH POWERPOINT
STARTING POWERPOINT
OPENING AN EXISTING PRESENTATION
IDENTIFYING ELEMENTS OF THE POWERPOINT WINDOW
MOVING BETWEEN SLIDES
USING POWERPOINT HELP
USING THE OFFICE ASSISTANT
USING THE HELP TOPICS INDEX
USING WHAT'S THIS?
CHANGING POWERPOINT VIEWS
CHANGING THE ZOOM LEVEL
VIEWING THE PRESENTATION IN OUTLINE VIEW
VIEWING THE PRESENTATION IN SLIDE SORTER VIEW
ENDING A POWERPOINT SESSION
CLOSING A PRESENTATION
ASSIGNMENT

2: CREATING A PRESENTATION

IMPORTANT NOTE; THE TASK PANE AND PANELS
BEGINNING A NEW PRESENTATION
USING THE AUTOCONTENT WIZARD TO BEGIN A NEW PRESENTATION
USING A TEMPLATE TO BEGIN A NEW PRESENTATION
ADDING TEXT AND SLIDES
ADDING A NEW SLIDE IN NORMAL VIEW
ENTERING TEXT IN A BULLETED LIST
ADDING SLIDES AND TEXT IN OUTLINE VIEW
USING AUTOCORRECT
USING THE UNDO AND REDO COMMANDS
USING FIND AND REPLACE
DELETING SLIDES
ASSIGNMENT

3: ENHANCING A PRESENTATION

CHANGING TEXT APPEARANCE
CHANGING THE FONT SIZE
APPLYING FONT STYLES AND EFFECTS
CHANGING TEXT COLOUR
ALIGNING TEXT
ADJUSTING LINE SPACING
USING THE RULERS
CHANGING SLIDE SEQUENCE
REARRANGING SLIDES IN OUTLINE VIEW
CREATING NOTES PAGES AND HANDOUTS
FORMATTING HANDOUTS
PRINTING NOTES PAGES AND HANDOUTS
CHECKING YOUR WORK
ASSIGNMENT

4: ADDING VISUAL INTEREST

DRAWING OBJECTS
DRAWING AUTOSHAPES
DRAWING RECTANGLES AND SQUARES
DRAWING ELLIPSES AND CIRCLES
DRAWING STRAIGHT AND CURVED LINES
SELECTING AND DESELECTING OBJECTS
DUPLICATING AN OBJECT
EDITING OBJECTS
CHANGING LINE COLOURS AND APPLYING SHADOWS
CHANGING THE LINE STYLE AND THE DASH STYLE
MOVING OBJECTS
RESIZING OBJECTS
ADDING OBJECT TEXT AND CLIP ART
ADDING CLIP ART TO A SLIDE
ASSIGNMENT

5: MANAGING YOUR PRESENTATION

WORKING WITH MASTERS
ADDING GRAPHICS TO THE SLIDE AND TITLE MASTER
MODIFYING THE NOTES MASTER
PRINTING YOUR PRESENTATION
VIEWING AND PRINTING A PRESENTATION IN BLACK AND WHITE
DISPLAYING A SLIDE SHOW
ADDING SLIDE SHOW TRANSITIONS
USING THE PACK AND GO WIZARD
ASSIGNMENT

APPENDIX A: ADDITIONAL FEATURES IN POWERPOINT

APPENDIX A; INTRODUCTION
CLIP ORGANIZER OR 'CLIPBOARD'
DIAGRAMS
EDITING DIAGRAMS
SAVE AS PICTURE
CUSTOM ANIMATION

APPENDIX B: ADDITIONAL FEATURES IN OFFICE

APPENDIX B; INTRODUCTION
SMART TAGS
AUTOCORRECT OPTIONS
OFFICE CLIPBOARD
OTHER NEW FEATURES IN OFFICE

Related Courses:

Microsoft PowerPoint 2003 Level 2; Effective Presentations