

PowerPoint 2003 Introduction

One day

Course Aims:

Students will learn the basic skills necessary to begin effectively creating, editing both print and electronic presentations in Microsoft PowerPoint 2003.

Course Outline:

introduction to powerpoint

- starting powerpoint and opening a presentation
- orientation to the powerpoint presentation screen
- the task pane
- orientation to views

beginning a presentation

- creating a title and bullet slide in slide view
- creating a slide in outline view
- editing slides
- spelling

drawing tools

- working with drawing tools
- working with text and drawn objects
- enhancing drawn objects

clip art and wordart

- using clip art
- using wordart
- inserting pictures

organisation charts and microsoft graphs

- insert diagram button
- creating an organisation chart
- organisation-chart options
- orientation to microsoft graph
- editing a column chart

templates and the slide master

- selecting and applying a template
- changing text and bullets in the slide master
- removing slide master objects and adding a footer

slide shows, output, presentation options

- slide show options
- adding transitions and animation to a slide show
- running a manual and an automatic slide show
- working with speaker notes
- printing a presentation

Target Audience:

Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC).

No prior knowledge of PowerPoint is assumed.

Assumed Knowledge:

Windows 95/98/2000/XP