

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

- 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

2: Creating a Presentation

- 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

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

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

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

Related Courses:

Microsoft PowerPoint 2003 Level 2; Effective Presentations

For further information please Sue Parsons Training

Tel: 0118 3059002

Email: info@sueparsonstraining.co.uk

Web: www.spct.co.uk