

Microsoft ®

PowerPoint 2003

Course Outline

Beginning Level – 6 Hours

INTRODUCTION TO MICROSOFT POWERPOINT 2003

- What Is PowerPoint?
- The PowerPoint Environment
- The Different PowerPoint Views
- Toolbars
- Getting Help

PRESENTATIONS AND SLIDES

- Creating And Opening Presentations
- Managing Presentations
- Managing Slides

USING MASTER PAGES

- Working With Slide Masters
- Working With The Handout Master
- Working With The Notes Master

FORMATTING AND EDITING SLIDES

- Working With Slide Layouts
- Applying Backgrounds
- Modifying Slide Attributes
- Paragraph Settings
- Bullets And Numbering

FORMATTING AND EDITING TEXT

- Adding Text To A Slide
- Formatting Text
- Using Undo And Redo
- Using Find And Replace
- Using Spell Check
- Using The Clipboard

SLIDE DESIGN

- Working With Slide Design
- Using Design Templates
- Adding Color Schemes
- Applying Animation Schemes

DRAWINGS AND PICTURES

- Drawing Lines And Shapes
- Using AutoShapes
- Adding Clip Art And Pictures
- Grouping And Ungrouping Objects
- Rotating And Flipping Objects
- Aligning Objects

PRINTING

- Using Page Setup
- Using Print Preview
- Printing A Presentation

PRESENTING THE PRESENTATION

- Running A Slide Show
- Navigating Slides
- Pointer Options
- Screen Options
- Adding Notes To The Slide Show