

# PowerPoint 2003

## Introduction

### Course Description

This course is designed to give new users an overview of the concepts of on-screen presentations and using PowerPoint 2003 for printed and on-screen output. Students will create presentations which incorporate clipart and graphics and run an on-screen presentation.

### Starting PowerPoint

- Creating a Blank Presentation
- Selecting an AutoLayout
- PowerPoint Windows
- Menu Commands
- Display / Hiding Toolbars
- Display Hidden Toolbar Buttons
- Move / Resize Toolbars
- Change Menu & Toolbar Options
- Exiting PowerPoint

### Building a Presentation

- Creating a new presentation
- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding a New Slide
- Using Different Slide Layouts
  - Bullet Lists
  - Clipart & Graphics
  - WordART
  - Chart & Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

### Navigating & Views

- Navigating Slides
- Switching Views
- Using Normal View
- Changing the Magnification
- Changing the Slide Layout

### Outline Pane

- Creating a Bulleted List
- Collapsing and Expanding Slides
- Demote /Promote Text Lines
- Moving Text Lines
- Adding Slides in the Outline Pane
- Delete Slides from the Outline Pane
- Rearrange Slides in the Outline Pane
- Creating a Summary Slide

### Spell Check

- Checking Spelling as You Type
- Running the Spelling Checker
- Finding and Replacing Text

### Enhancing a Presentation

- Changing the Font & Size
- Changing Font Style and Effect
- Changing Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Modifying a Chart

### Drawing Objects

- Drawing Toolbar
- Drawing Objects
  - Lines
  - AutoShapes
  - Filled Objects
- Copying Drawing objects
- Rotating Objects
- Modifying Objects
- Combining Text with drawing object

### Slide Master

- Using a Slide Master
- Changing the Slide Master
- Using Headers and Footers

### Designing & Running a Show

- Slide Show View
- Transitions & Animations
  - Transitions
  - Adding Present Animations
  - Slide Timings
- Rehearsal
- Running a Slide Show

### Printing

- Page Setup Options
- Printing Slides
- Printing Outlines, Speaker Notes & Handouts
- Send Presentations via E-mail
- Publish a Presentation to the Web

### Duration:

1-Day

### Audience:

The course has been designed for new users of PowerPoint 2003.

### Pre-requisites:

Students must have basic keyboard and mouse skills and be familiar with the Windows operating system.

### Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support