

PowerPoint 2003: Introduction

Course length: 1 Day

Course Objective: You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

Prerequisites: *Windows or equivalent knowledge.*

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Manipulate an existing PowerPoint presentation.
- ◆ Begin creating a presentation.
- ◆ Format text slides.
- ◆ Add tables to a presentation.
- ◆ Chart data in a presentation.
- ◆ Modify objects on slides.
- ◆ Add images to a presentation.
- ◆ Prepare to deliver a presentation.

Course Content

Lesson 1: An Orientation to PowerPoint

The PowerPoint Environment
Orientation to Views
Navigate Through a Presentation
Edit Slide Text
Save the Presentation
Run a Slide Show

Lesson 2: Beginning a Presentation

Create a New Presentation
Change Background Color
Add Slides to a Presentation
Enter Text
Create a Presentation from a Microsoft Word Outline

Lesson 3: Formatting Text Slides

Apply Character Formats
Align Text
Change Line Spacing
Change Indents

Lesson 4: Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Lesson 5: Charting Data

Create a Column Chart
Edit Chart Data
Change Chart Type
Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

Resize Objects
Copy and Duplicate Objects
Move Objects
Changing Object Orientation
Format Objects
Group and Ungroup Objects
Change the Order of Objects

Lesson 7: Adding Images to a Presentation

Add Clip Art
Add a Picture from a File
Draw Lines and Shapes
Insert WordArt

Lesson 8: Preparing to Deliver a Presentation

Spell Check
Arrange Slides
Add Transitions
Create Speaker Notes
Send a Presentation to Microsoft Word
Print the Presentation
Package a Presentation for CD

If you have any questions about this course, please call CompuTrain at (713) 349-9186.