

PowerPoint 2003: Basic

1 Day

Description

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

Prerequisites

To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge:

- ✓ Windows XP: Introduction

Objectives

Upon successful completion of this course, students will be able to:

- ✓ Manipulate an existing PowerPoint presentation.
- ✓ Begin creating a presentation.
- ✓ Format text slides and use drawing tools.
- ✓ Add tables to a presentation.
- ✓ Work with graphics
- ✓ Modify objects on slides.
- ✓ Add images to a presentation.
- ✓ Prepare to deliver a presentation.

Outline

Unit 1: Getting started

- Topic A: Exploring the PowerPoint environment
- Topic B: Getting help
- Topic C: Closing presentations and closing PowerPoint

Unit 2: Building new presentations

- Topic A: Creating new presentations
- Topic B: Saving presentations
- Topic C: Working in the Outline tab
- Topic D: Rearranging and deleting slides
- Topic E: Using slides from other presentations

Unit 3: Formatting slides

- Topic A: Exploring text formatting
- Topic B: Working with text
- Topic C: Setting tabs and alignment

Unit 4: Using drawing tools

- Topic A: Drawing objects
- Topic B: AutoShapes
- Topic C: Working with text in objects
- Topic D: Modifying objects

Unit 5: Working with graphics

- Topic A: Working with WordArt
- Topic B: Adding clip art
- Topic C: Using images

Unit 6: Using tables and charts

- Topic A: Working with tables
- Topic B: Creating and modifying charts
- Topic C: Creating organization charts

Unit 7: Modifying presentations

- Topic A: Using templates
- Topic B: Working with the slide master
- Topic C: Adding transitions and timings
- Topic D: Adding speaker notes and footers
- Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

- Topic A: Proofing presentations
- Topic B: Running presentations
- Topic C: Printing presentations
- Topic D: Saving presentations for Web delivery

Appendix A: Microsoft Office Specialist exam objectives map

- Topic A: Comprehensive exam objectives