

Microsoft PowerPoint 2003 – Introduction



This course is designed for the new or inexperienced user. Delegates attending the course will be able to create professional looking presentations, animate them, modify the style and appearance and use the various tools and shortcuts available within PowerPoint to do so in an efficient and timely manner. ***This course can be tailored to your specific needs.***

Duration: 1 Day

Course Outline:

The PowerPoint Environment

- ▶ The PowerPoint Window
- ▶ Using Menus And Toolbars
- ▶ Getting Help

Working With Presentations

- ▶ Opening An Existing Presentation
- ▶ Navigating A Presentation
- ▶ Switching Between Views
- ▶ Closing A Presentation

Creating A Presentation

- ▶ Designing A Presentation
- ▶ Creating A New Presentation
- ▶ Saving A Presentation
- ▶ Previewing A Slide Show

Text Techniques

- ▶ Text Layouts
- ▶ Adding Text Directly To A Slide
- ▶ Adding Text Using Outline View
- ▶ Creating Speaker Notes
- ▶ Formatting Text
- ▶ Changing Bullet Points
- ▶ Changing Spacing
- ▶ Adding Wordart
- ▶ Deleting A Text Placeholder
- ▶ Adding A Text Box

Tables And Diagrams

- ▶ Creating A Table
- ▶ Creating A Chart
- ▶ Modifying Charts
- ▶ Creating An Organization Chart
- ▶ Modifying Organization Charts

Clip Art

- ▶ Inserting Clip Art
- ▶ Resizing Clip Art
- ▶ Modifying Clip Art
- ▶ Rotating Clip Art

Templates And Colour Schemes

- ▶ Changing The Template And Colour Scheme

Animation

- ▶ Adding Animation
- ▶ Using Slide Transitions

Printing

- ▶ Printing Options
- ▶ Previewing & Printing Slides
- ▶ Printing Handouts
- ▶ Printing Notes Pages
- ▶ Printing The Outline



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