

MICROSOFT POWERPOINT 2003**1 DAY**

This course is intended as an introduction to Microsoft PowerPoint 2003. It aims to explain all the introductory concepts needed to become a proficient user of the PowerPoint 2003 program. On completion of the course it is hoped that the attendees will have a good, practical working knowledge of the basics of PowerPoint and a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Intro to PowerPoint

- Benefits of PowerPoint
- Getting Started
- Using Help
- Presentation Rules
- Creating a Quick Presentation

Unit 2 – Entering & Editing Text

- Adding Text
- Enhancing Text
- Text box Properties
- Changing the Position of the Text box
- Switching Fonts

Unit 3 – Working with Bullet Points

- Adding Bullet Points
- Deleting Bullets
- Editing the Bullets
- Distance Between Bullets

Unit 4 – Adding ClipArt

- Selecting Images
- Moving & Sizing Images
- Cropping
- Re-Colouring
- Group & Ungroup

Unit 5 – Graphics Tools

- Guides

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- Rulers
- Snap to Grid
- Constraint Keys

Unit 6 - Working in Outline View

- Moving & Deleting Pages
- The Outlining Toolbar
- Promotion & Demotion
- Collapsing & Expanding
- Show Titles & Show All

Unit 7 – Slide Sorter View

- Moving
- Copying
- Deleting
- Slide Sorter to Current View

Unit 8 – Graphs

- Adding a Graph
- Data Sheet Options
- Changing the Graph Title
- Adding Titles
- Adding Gridlines
- Editing the Graph

Unit 9 – Slide Shows

- Creating Slide Shows
- Transition Effects
- Build Effects
- Running the Screen Show
- Screen Show Tools