

# Microsoft PowerPoint 2000 Fundamentals

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## Overview

The skills and knowledge acquired in Microsoft PowerPoint 2000 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft PowerPoint 2000 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft PowerPoint 2000 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft PowerPoint 2000 Fundamentals you should be able to:

- start and navigate around PowerPoint
- open and work with PowerPoint 2000
- create a presentation
- work with slides, slide layouts and background colours
- work with text in PowerPoint
- insert and modify clip art in your presentation
- create tables, charts and diagrams in a presentation
- use various drawing objects to create simple drawings
- insert and work with pictures and images
- manipulate objects to enhance your slides and presentations
- create slide masters for use in presentations
- create and use templates and colour schemes
- navigate slide shows in PowerPoint
- use a range of printing techniques and view your presentation as web pages

**Course Duration is 1 day**

**Course Code: P3M1**

## Topics

### PowerPoint 2000 Orientation

Starting PowerPoint  
The PowerPoint Screen  
Using Menu Commands  
Using Keyboard Shortcuts  
Using The Toolbars  
Using Shortcut Menus  
Understanding Settings  
Modifying Basic Options  
Exiting PowerPoint

### Working With Presentations

Opening An Existing Presentation  
Opening Several Presentations  
Switching Between Open Presentations  
Navigating A Presentation  
Using The Zoom Tool  
Understanding PowerPoint Views  
Switching Between Views  
Task Panes  
Navigating Task Panes  
Closing A Presentation  
Returning To A Previous Presentation

### Creating A Presentation

Designing A Presentation  
Presentation Methods & Hardware  
New Presentations  
Creating A New Presentation  
Adding Text Using The Outline Pane  
Saving A Presentation  
Adding Slides And Text  
Previewing A Slide Show

### Working With Slides

Changing Built-in Slide Layouts  
Adding A Title Slide  
Adding A Chart And Text Slide  
Adding A Bulleted List Slide  
Adding A Table Slide  
Changing Background Colour Of Slides

### Text Techniques

Text Pointers  
Text Layouts  
Adding Text Directly To A Slide  
Adding Speaker Notes  
Formatting Text  
Applying Simple WordArt  
Deleting A Text Placeholder  
Editing Text  
Changing Text Appearance  
Changing Text Formatting  
Changing Text Case  
Changing Text Colour  
Applying Shadows To Text  
Changing Text Alignment  
Adjusting Line Spacing  
Changing Bullet And Number Styles  
Using Undo And Redo

### Clip Art

Inserting Clip Art  
Re-Sizing Clip Art  
Modifying Clip Art  
Modifying Elements Of Clip Art  
Rotating Clip Art  
Perusing Your Clips  
Pasting From The Clipboard

### Tables Charts & Diagrams

Create A Table  
Charts  
Creating A Chart  
Creating A Bar Chart  
Creating A Line Chart  
Creating A Pie Chart  
Modifying Charts  
Create An Organization Chart  
Modifying Organization Charts  
The Diagram Gallery  
Create A Diagram

### Drawing Objects

Drawing Tools  
Arrows And Lines  
AutoShapes  
Create A Flowchart  
Adding Connectors To Flowcharts  
Adding Text To Flowcharts  
Editing A Grouped Object  
Layering Objects  
Drawing Various Shapes  
Changing Fill And Line Formatting  
Changing Arrow Formatting  
Applying Shadows To Drawn Objects  
Rotating And Flipping Drawn Objects  
Aligning Drawn Objects  
Resizing Drawn Objects  
Bringing Drawn Objects Forward  
Duplicating Drawn Objects  
Moving Drawn Objects  
Deleting Drawn Objects

### Pictures And Images

Inserting A Picture From A Gallery  
Inserting Images From A File  
Duplicating Text, Pictures And Images  
Moving Text, Pictures And Images  
Resizing Pictures And Images  
Deleting Text, Pictures And Images

### Manipulating Objects

Drawing Tools  
Rotating And Flipping Objects  
Aligning Objects Relative to the Slide  
Aligning Multiple Objects  
Distributing Objects  
Changing the Order of Objects  
Grids and Guides

Converting a Picture to a Drawn Object  
Grouping and UnGrouped Drawn Objects

### Slide Masters

Using Master Slides  
Viewing The Slide Masters  
Modifying The Master Font  
Modifying The Bullet Colour  
Changing The Bullet Shape  
Adding A Logo  
Adding Automatic Slide Numbers  
Inserting Pictures And Drawn Objects  
Deleting Pictures, Images And Drawn Objects  
Adding Footer Text  
Adding Footer Dates

### Templates & Colour Schemes

About Templates & Colour Schemes  
Applying A Design Template  
Changing Design Templates  
Creating A Blank Presentation  
Changing The Colour Scheme  
Adding Graphics  
Customising Bullets And Text Layout  
Creating A Template  
Creating A Greyscale Colour Scheme  
Using The Customised Template

### Slide Show Navigation

Slide Sorter View  
Adding Speaker Notes  
Creating A Summary Slide  
Removing Slide Numbers  
Hyperlinks  
Internal Hyperlinks  
Hyperlink To Another Application  
Presenting A Slide Show

### Printing & Publishing

Printing & Publishing Options  
Previewing & Printing Slides  
Printing Handouts  
Printing Notes Pages  
Printing The Outline  
Printing For Overhead Transparencies  
Web Page Preview  
Publish As Web Pages  
Printing Slides