

Microsoft PowerPoint 2003 Fundamentals

Overview

The skills and knowledge acquired in Microsoft PowerPoint 2003 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft PowerPoint 2003 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft PowerPoint 2003 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 2003 Fundamentals you should be able to:

- start and navigate around PowerPoint
- open and work with PowerPoint 2003
- 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: P5M1

Topics

PowerPoint 2003 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