

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Create, save and print presentations
- \* Create slides and modify slide setup
- \* Work with and format text
- \* Use the various editing views
- \* Use design templates and backgrounds
- \* Insert and work with Clip Art
- \* Create tables, graphs and organisation charts
- \* Present, build and animate slide shows.

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### INTRODUCTION TO MICROSOFT POWERPOINT 2003

- \* What Is PowerPoint?
- \* The PowerPoint Environment
- \* The Different PowerPoint Views
- \* Toolbars
- \* Getting Help

### PRESENTATIONS AND SLIDES

- \* Creating And Opening Presentations
- \* Managing Presentations
- \* Managing Slides

### USING MASTER PAGES

- \* Working With Slide Masters
- \* Working With The Handout Master
- \* Working With The Notes Master

### FORMATTING AND EDITING SLIDES

- \* Working With Slide Layouts
- \* Applying Backgrounds
- \* Modifying Slide Attributes
- \* Paragraph Settings
- \* Bullets And Numbering

### FORMATTING AND EDITING TEXT

- \* Adding Text To A Slide
- \* Formatting Text
- \* Using Undo And Redo
- \* Using Find And Replace
- \* Using Spell Check
- \* Using The Clipboard

### SLIDE DESIGN

- \* Working With Slide Design
- \* Using Design Templates
- \* Adding Colour Schemes
- \* Applying Animation Schemes

### DRAWINGS AND PICTURES

- \* Drawing Lines And Shapes
- \* Using Autoshapes
- \* Adding Clip Art And Pictures
- \* Grouping And Ungrouping Objects
- \* Rotating And Flipping Objects
- \* Aligning Objects

### PRINTING

- \* Using Page Setup
- \* Using Print Preview
- \* Printing A Presentation

### PRESENTING THE PRESENTATION

- \* Running A Slide Show
- \* Navigating Slides
- \* Pointer Options
- \* Screen Options
- \* Adding Notes To The Slide Show

### CREATING A PHOTO ALBUM

- \* Adding Album Content
- \* Choosing An Album Layout
- \* Formatting The Album

### USING DIAGRAMS AND ORGANIZATION CHARTS

- \* Adding Organization Charts And Diagrams
- \* Working With Organization Charts
- \* Working With Diagrams
- \* Formatting Organization Charts And Diagrams

### USING TABLES AND CHARTS

- \* Adding Tables
- \* Working With Columns And Rows
- \* Formatting Tables
- \* Adding Charts
- \* Entering Data
- \* Changing The Chart Type
- \* Customising Charts

### EMBEDDING AND LINKING OBJECTS

- \* Working With Linked Objects
- \* Working With Embedded Objects
- \* Working With Hyperlinks

### APPLYING CUSTOM ANIMATION

- \* Adding Effects
- \* Editing Animation Effects
- \* Applying Animation Enhancements
- \* Adding Slide Transitions

### USING MOVIES, SOUNDS, AND VOICE NARRATIONS

- \* Adding Movies
- \* Adding Sounds
- \* Adding Voice Narrations

### USING MACROS

- \* Creating Macros
- \* Managing Macros
- \* Setting Macro Security