

Course Content (1 Full Day)

PowerPoint 2003 Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus
- Understanding Settings

Working with Presentations

- Opening an Existing Presentation
- Navigating a Presentation
- 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 Presentation
- Creating a New Presentation
- Adding Text Using the Outline Pane
- Saving a Presentation
- Adding Slides & Text
- Previewing a Slide Show

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

Drawing Objects

- Drawing Tools
- Arrows & Lines
- AutoShapes
- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object
- Layering Objects

Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

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

General Computer Usage

- The Help Task Pane
- Searching for General Help
- Searching for Specific Help
- Understanding a Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying & Using the Office Assistant
- Customising the Office Assistant
- Disabling the Office Assistant