

Microsoft Office PowerPoint 2003

COURSE CODE: MSPPT03

Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office PowerPoint 2003. It is designed for computer users who are new to PowerPoint, or who only plan to use PowerPoint occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- moving around the screen
- using the Start button
- using the Control button
- using the Minimize, Restore, and Close buttons
- getting Help in Windows
- moving around with the mouse and keyboard
- accessing menus and making menu choices
- using Windows programs
- sizing and moving windows
- using the scroll bars
- managing documents
- using the toolbar and ruler
- running multiple programs
- using the Clipboard
- finding documents
- navigating folders
- creating, deleting, renaming, copying, and moving files and folders
- working with the Explorer
- emptying the Recycle Bin
- preparing floppy disks
- working with the Control Panel
- using the Print Manager
- using TrueType fonts
- using the Accessories

AVANTUS TRAINING PTE LTD

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Course Outline

Courseware Conventions
Courseware Objectives
Basic Windows Skills Checklist
A Quick Review of Basics
Starting PowerPoint
Getting Help
Exiting PowerPoint

Introduction

Overview
What is a Presentation Manager?
What is PowerPoint?
Creating a Presentation
Some Considerations
Looking at the PowerPoint Screen
Using the Toolbars
Working with Presentations
Creating a Presentation
Managing Your Files
Making Changes to the Presentation
Moving Around in the Presentation
Creating a Master Slide
Inserting Headers and Footers
Changing the Slide Design and Layout
Applying a Template from Another Presentation
Changing the Slide Order

Working with Text

Selecting Text Objects
Using Select vs Edit Mode
Manipulating Text
Formatting Text
Changing the Text Alignment
Entering Bulleted Information
Setting Tabs & Indents
Setting and Adjusting Indenting
Proofing the Slides
Using AutoCorrect
Using Find and Replace
Finding Text
Replacing Text

Working with Graphics and Tables

Adding Graphics
Manipulating the Pictures
Inserting Graphics from Other Sources
Creating and Using Tables
Inserting a Table
Formatting the Table
Creating Objects
Editing and Adjusting Objects
Arranging Objects

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Manipulating the Slides

- Customizing Your Slides
- Customizing the Slide Background
- Changing the Color Scheme
- Using Information from Other Sources
- Importing Outlines from Microsoft Word
- Copying Slides From Another Presentation
- Importing from Word
- Importing from Excel
- Exporting to an Outline
- Animating Objects
- Customizing the Animation
- Applying Slide Transitions

Bringing It All Together

- Printing the Presentation
- Special Printing Options
- Choosing the Print Color
- Creating Notes and Handouts
- Creating Notes
- Printing Notes
- Creating Handouts
- Running the Slide Show
- Setting Up the Slide Show
- Viewing the Slide Show
- Rehearsing the Presentation
- Using the Annotation Options
- Hiding Slides

Using Multimedia Elements

- Converting Graphics to Objects
- Adding Animation
- Animating Objects and Text
- Animating Charts
- Adding Sounds or Movie Clips
- Using the Media Player
- Adding Sounds
- Inserting Sounds
- Inserting Sound from External Sources
- Playing an Audio CD
- Recording Narration
- Playing the Show Without Narration
- Controlling Sound Effects

Enhancing or Customizing Presentations

- Structuring a Presentation
- Looking and Following a Logical Sequence
- Creating a Summary or Agenda Slide
- Controlling Slide Show Progression
- Displaying a Black Screen During a Show
- Ending with a Black Screen
- Creating a Custom Show
- Adding Hyperlinks
- Deleting a Hyperlink
- Adding Action Buttons
- Self-running Presentations
- Using the Slide Finder

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Working with Objects

- Creating Data Charts
- Selecting Items in a Datasheet
- Importing Data into a Datasheet
- Changing the Chart Type
- Adjusting the Data Series
- Adjusting Data Labels
- Adding Titles
- Creating an Organization Chart
- Selecting and Editing Boxes
- Linking and Embedding Objects
- Importing and Exporting Text

Delivering in Other Methods

- Using the Pack and Go Wizard
- Viewing the Packaged Presentation
- Working with Others
- Sending Presentations for Review
- Making the Changes
- Reviewing the Changes
- Inserting Comments
- Comparing and Merging Presentations
- Creating Web Pages
- Publishing Presentations on the Web

Appendices

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
- Index
- Microsoft Office Specialist Skills Courseware Mapping

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