

**Microsoft PowerPoint 2003 Introduction – Duration 1 day**

**Pre-requisites:** Delegates must be confident with using a keyboard, Windows and a mouse.

**Aim:** By the end of this course you will be able to create a basic presentation with the aid of notes.

**Objectives:** The following objectives will be covered in the course:

- Introduction to PowerPoint
- Templates
- Toolbars
- Clipart
- Formatting
- Printing

**Course Outline:**

- Introduction to PowerPoint**
  - The Main Screen and Toolbars
- Creating, Opening and Saving a Presentation**
  - Entering Summary Information
  - Adding, Deleting and Changing the Layout and order of Slides
- Working with Templates and Masters**
  - Templates
  - Editing, Detaching and Reapplying Masters
  - Removing Background Items from Slides
- Using the Drawing Toolbar**
  - Selecting Objects
  - Using the Drawing Tools
  - Resizing, Copying, Moving and Aligning
  - Rotating, Scaling, Duplicating, Rotating & Flipping and Grouping Objects
- Changing the Appearance of Lines/Objects**
  - Adding Arrows
  - Changing the Colour of a Line/Object
  - Adding Borders, Fills and Shading Patterns
  - Adding a Shadow and/or Offsets
- Working with Clipart**
  - Adding, Ungrouping and Re-colouring Clipart
  - Cropping
  - Auto Clipart
- Adding text to Slides**
  - Using, Adding and Deleting Titles
  - Adding Text using the Text Tool
  - Text in Shapes
  - Formatting Text
  - Line/paragraph Spacing, Alignment, Tabs and Indents
- Working with Bullets**
  - Adding and Deleting Bullets
  - Changing the Bullet Style
- Using the Outline Facility, Creating Handout and Notes pages and Working with Objects**
  - Tables and Organisational Chart Facility
  - WordArt, Charts and Worksheets
- Working with Colour Schemes**
  - Choosing and Changing Schemes
  - Adding a Shaded Background to Slides
  - Picking up and Applying a Colour Scheme from one Slide to another
  - Reapplying the Slide Master Colour Scheme to a Slide
- Printing**
  - Setting up the Slide
  - Printing Outlines, Handouts and Notes

**Presentational Conferencing, Control Tools and Screen Show**

Adding Transitions, Timings and Sounds (optional)

Creating Builds and Running a Slide Show

Pack Up & Go Wizard

**Using PowerPoint and Other Applications**