



CORPORATE & CAREER TRAINING

PowerPoint 2003 Level I

6 Hours

Objectives:

PowerPoint 2003 Level I is the beginning seminar in PowerPoint 2003 training. It covers the basics of PowerPoint's functions and features. Trainees will learn to:

- Navigate the PowerPoint environment quickly and easily
- Create and save presentations for easy retrieval
- Insert, format, and edit text to effectively communicate ideas
- Use bullets and numbers to organize information
- Insert objects and graphics to add visual appeal to presentations
- Add animated transitions to enhance visual appeal
- Run an on-screen slide show to present information
- Print slides, handouts, and notes to distribute information

Outline:

- The PowerPoint Interface: toolbars, menus, and task pane
- Basic Presentation Skills: creating, saving, closing, entering text and navigating presentations
- Working with Presentations: design templates, AutoContent Wizard, navigating slides, switching view, and speaker notes
- Editing & Proofing Text: deleting slide items, moving/copying between slides, paste options, clipboard, undo, redo, AutoCorrect, smart tags, and importing text from Word
- Presentation Formatting: formatting text, font styles & effects, format painter, text alignment, tab stops, and AutoFit options
- Formatting Bullets & Numbers: adding, removing, modifying and customizing bullets & numbers on slides
- Working with Graphics: the Clip Art Task Pane, inserting and cropping pictures, moving, resizing and formatting graphics, re-coloring clip art images, organizing clip art
- Slide Show View: running and navigating a slide show, setting slide transitions, adding speaker notes and using the pen to Annotate
- Printing Presentations: previewing and printing slides, speaker notes, outlines, and handouts