PowerPoint 2000-2003 Introduction

Duration: 1 Day

Course Overview:

PowerPoint is an application that is used to create and display slide show style presentations to audiences. In this course, students are guided through the process of creating an effective presentation using PowerPoint. Students will learn how to create and edit presentations, format slides and text, and print their presentations in several different formats. Students will also learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt, AutoShapes and ClipArt. In addition, students will be taught how to make their presentations more interesting and entertaining by adding slide transitions and animation effects.

Students Learn How To:

- Create and print slide presentations and audience handouts
- Create and edit text attributes and modify bulleted slides
- Insert and modify WordArt, AutoShapes and ClipArt
- Add slide transitions and animation effects

Who Should Attend: Anyone who will be using PowerPoint or who needs to make presentations.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Getting Started with PowerPoint
Starting PowerPoint
Opening an Existing Presentation
Exploring Toolbars and Menus
Moving Around in a Presentation
Displaying Different Views
Closing a Presentation

Creating Presentations
Creating a New Presentation
Adding New Slides
Changing Existing Slide Layouts
Saving Presentations

Editing Presentations
Modifying Slides
Adding New Slides to an Existing Presentation
Rearranging and Copying Slides
Deleting Slides
Selecting, Copying, and Moving Text
Finding and Replacing Text
Saving Updated Presentations

Formatting Text
Changing Text Attributes
Embedding Fonts in a Presentation
Setting Indents and Tabs
Changing Text Alignment

Printing Presentations
Previewing Slides
Printing Slides
Changing Slide Orientation
Printing Handouts

Building Slide Shows
Adding Transition Effects
Using Animation Schemes
Adding Custom Animation Effects

Working with Objects
Inserting Text Boxes
Drawing Objects
Moving and Resizing Objects
Modifying Objects
Inserting AutoShapes

Using WordArt and ClipArt
Inserting and Editing WordArt
Inserting and Recoloring ClipArt

Running Slide Shows
Hiding Slides
Controlling Slide Shows
Annotating Slides

Refining a Presentation
Expanding Slides
Using the Slide Finder
Creating Summary Slides
Checking Spelling
Using AutoCorrect