

# Microsoft® Office PowerPoint® 2003: Level 1

## Course Specifications

Course length: 1.0 day(s)

## Course Description

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

**Course Objective:** You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience

**Prerequisites:** To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge:

Windows XP: Introduction

Windows XP Professional: Levels 1 and 2

Windows 2000: Introduction

## Course Content

Lesson 1: An Orientation to PowerPoint

Topic 1A: The PowerPoint Environment

Topic 1B: Orientation to Views

Topic 1C: Navigate Through a Presentation

Topic 1D: Edit Slide Text

Topic 1E: Save the Presentation

Topic 1F: Run a Slide Show

Lesson 2: Beginning a Presentation

Topic 2A: Create a New Presentation

Topic 2B: Change Background Color

Topic 2C: Add Slides to a Presentation

Topic 2D: Enter Text

Topic 2E: Create a Presentation from a Microsoft Word Outline

Lesson 3: Formatting Text Slides

Topic 3A: Apply Character Formats

Topic 3B: Align Text

Topic 3C: Change Line Spacing

Topic 3D: Change Indents

Lesson 4: Adding Tables to a Presentation

Topic 4A: Create a Table

Topic 4B: Format Tables

Topic 4C: Insert a Table from Microsoft Word

Lesson 5: Charting Data

Topic 5A: Create a Column Chart

Topic 5B: Edit Chart Data

Topic 5C: Change Chart Type

Topic 5D: Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

Topic 6A: Resize Objects

Topic 6B: Copy and Duplicate Objects

Topic 6C: Move Objects

Topic 6D: Changing Object Orientation

Topic 6E: Format Objects

Topic 6F: Group and Ungroup Objects

Topic 6G: Change the Order of Objects

Lesson 7: Adding Images to a Presentation

Topic 7A: Add Clip Art

Topic 7B: Add a Picture from a File

Topic 7C: Draw Lines and Shapes

Topic 7D: Insert WordArt

Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Spell Check

Topic 8B: Arrange Slides

Topic 8C: Add Transitions

Topic 8D: Create Speaker Notes

Topic 8E: Send a Presentation to Microsoft Word

Topic 8F: Print the Presentation

Topic 8G: Package a Presentation for CD

*Are you a pencil pusher trapped in a computer?*

*We can help!*

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