

# MICROSOFT OFFICE POWERPOINT 2003 INTRODUCTION

## COURSE AIMS

This course is aimed at new users of Microsoft Office PowerPoint who have little knowledge of Microsoft Windows or PowerPoint.

On completion of this course the user should be able to confidently do the following:

- Create, present and print a slide show presentation.
- Work with text and graphical objects in a presentation.
- Create graphs and organisational charts.

## COURSE CONTENT

### **PowerPoint Basics**

Office Button  
Ribbon and Quick Access Toolbar  
Task Panes  
Shortcut and Mini Toolbars  
Zooming

### **File Operations**

Saving and Opening Presentations  
Starting a New Presentation  
Closing a Presentation

### **Inserting Slides**

Inserting a New Slide  
Slide Layouts  
Duplicating Slides

### **Text**

Selecting and Editing Text  
Text Levels  
Formatting Text  
Outline Tab

### **SmartArt Graphics**

Insert an Organisation Chart

### **Notes**

Notes Pages View

## NOTES

This course can be tailored to enable users to produce real-life presentations. Practise at giving a presentation can also be included.

### **Shapes**

Inserting Shapes  
Copying, Moving and Sizing Shapes  
Adding Clip Art and Pictures

### **Charts**

Insert a Chart  
Format a Chart

### **Masters**

Formatting Slide Master  
Adding Slide Layouts

### **Themes**

Quick Styles

### **Running Slide Shows**

Animation Effects  
Transition Effects  
Timing Shows  
Automatic Presentations

### **Printing**

Printing Slides, Notes, Outlines and Handouts  
Notes and Handouts Masters

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