



Central IT Training

PowerPoint 2003 Introduction

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to give you a basic knowledge of PowerPoint enabling you to create professional slide shows as a presentation aide.

Minimum Requirements

Delegates should have a basic knowledge of Windows, the keyboard and mouse.

Course Contents

The Basics

- The PowerPoint Screen
- Slide Layouts
- Slide Views
- Creating a New Presentation
- Adding Slides
- Adding Text to Slides
- Using Rulers and the Grid

Editing

- Editing Text
- Outline View
- Moving and Copying Text
- Sending Text to Word
- Importing Word Text
- Changing Text Case
- Moving Slides
- Inserting Slide Notes

Formatting

- Text Formatting
- Alignment and Line Spacing
- Bullets and Numbers
- Slide Colour Schemes
- Slide Backgrounds
- Design Templates

Animation

- Slide Transition Effects
- Text Effects
- Animation Themes
- Custom Animation
- Animating Charts

Slide Show and Handouts

- Printing Slide Notes
- Printing Audience Handouts
- Running a Slide Show
- Navigating in a Slide Show

Graphics and Links

- Inserting Images and Objects
- Grouping and Moving Objects
- Resizing and Formatting Objects
- Using Hyperlinks
- Importing Excel Data and Charts
- Editing Imported Data
- Linking Data