

Exact Business Solutions Pty Ltd

Course Outlines



Introduction to Microsoft PowerPoint 2003

A One-Day Guide

Ref No.DD182

Course Aims This course aims to provide a sound understanding of the concepts used in presentations with Microsoft PowerPoint. It is designed to teach the skills required in producing presentations.

Objectives Upon completing this course, you will have learned to:

- View a Presentation
- Create a Presentation
- Present a Slide Show
- Add Text to slides
- Use Views
- Edit Text
- Add Objects to slides
- Add Photographs to slides
- Manipulate Objects
- Use the Clip Gallery
- Use PowerPoint's Design Templates and Wizards
- Edit ClipArt

Number of Pages 122

Audience The course is aimed at those participants who wish to produce simple presentations.

Prerequisites It is essential that participants have good mouse skills. Knowledge of PowerPoint is not necessary.

Course Length In a training environment this manual is suitable for 1 Day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

Introduction to Microsoft PowerPoint 2003 in Detail

Course Objectives

Starting PowerPoint

Starting PowerPoint from a Shortcut

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing the Font size

Saving a Presentation

Adding a Slide

Adding the Slide

Typing Bulleted Text

Customising the Toolbar

Spacing

Creating a 2 Column Text Slide

Typing the Slide's Content

Text and Clip Art

Inserting Clip Art

Sizing the Picture

Moving the Picture

The Last Slide

Deleting an Object

Inserting the Picture

Design Templates

Applying a Template

Printing

The AutoContent Wizard

Your Role in this Presentation

The PowerPoint Screen

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

Viewing Slides

The Scroll Buttons

Different Views

Normal View

Normal View with Slides

The Outline Tab

Spelling

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

Notes Page View

Typing a Note

Arranging Panes

Slide Previews

Design Templates

Applying a Template

Slide Shows

Skill Builder

Object and Text Editing

Moving and Sizing Objects

Adding a Slide

Adding Text to the Slide

Removing a Bullet

Skill Builder

Paragraph Spacing

Adding Objects

Adding an AutoShape

Typing Text into the Object

Changing the Fill Colour

A Textured Fill

Object Rotation

Object Placement

Font Colour

Text Editing

Selecting the Text Object

Choosing a Bullet

Paragraph Spacing

Customised Bullets

Picture Bullets

Indents

The Ruler in detail

Setting Indents

Exercise

Demoting/Promoting Text

Demoting Text

Copying and Pasting Text

Copying Text

Pasting Text

Converting a Paragraph

Promoting/Demoting Text in

Outline View

Normal View

The Outlining Toolbar

Moving Text between Slides

Deleting a Slide

Adding a Slide in the Outline

Pane

Exercise

Clip Art

Accessing Clips

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

The Picture Toolbar

Clip Colour

Cropping a Picture

Picture Borders

More Lines

Searching Clip Art

Results of the Search

Washout

Inserting a Photograph

Inserting a Photograph

Editing Clip Art

Inserting the Picture

Ungrouping a Picture

Formatting Parts of a Picture

Altering the Position

Grouping the Picture

WordArt

The WordArt Gallery

Editing the Text

The WordArt Toolbar

The Adjustment Handle

Printing

Printing Notes Pages

Printing Handouts

Printing the Outline