



Course Syllabus

Microsoft PowerPoint 2003 Level 1

One Day • Instructor-led

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.

Audience

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

Prerequisites

Before attending this course, students must have:

- Taken the Windows XP Level 1 course or have the basic skills and knowledge of Windows applications

(While it isn't required, it is recommended that the student is familiar with Microsoft Word.)

Microsoft Office Specialist Exams

This course is one of a series of Microsoft Office courses that address the Microsoft Office Specialist (MOC) skill sets. The Office Specialist program is for individuals who use Microsoft Office software and who seek recognition for their expertise in just one or all of the Microsoft Office Suite. Certification testers must pass one or more proficiency exams in order to earn Office Specialist certification. Contact Panurgy for more information.

Objectives:

- Manipulate an existing PowerPoint presentation.
- Begin creating a presentation.
- Format text slides.
- Add tables to a presentation.
- Chart data in a presentation.
- Modify objects on slides.
- Add images to a presentation.
- Prepare to deliver a presentation.

Course Outline

Lesson 1: An Orientation to PowerPoint

- The PowerPoint Environment
- Orientation to Views
- Navigate Through a Presentation
- Edit Slide Text
- Save the Presentation
- Run a Slide Show

Lesson 2: Beginning a Presentation

- Create a New Presentation
- Change Background Color
- Add Slides to a Presentation
- Enter Text
- Create a Presentation from a Microsoft Word Outline

Lesson 3: Formatting Text Slides

- Apply Character Formats
- Align Text
- Change Line Spacing
- Change Indents

Lesson 4: Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

Lesson 5: Charting Data

- Create a Column Chart
- Edit Chart Data
- Change Chart Type
- Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

- Resize Objects
- Copy and Duplicate Objects
- Move Objects
- Changing Object Orientation
- Format Objects
- Group and Ungroup Objects
- Change the Order of Objects

Lesson 7: Adding Images to a Presentation

- Add Clip Art
- Add a Picture from a File
- Draw Lines and Shapes
- Insert WordArt

Lesson 8: Preparing to Deliver a Presentation

- Spell Check
- Arrange Slides
- Add Transitions
- Create Speaker Notes
- Send a Presentation to Microsoft Word
- Print the Presentation
- Package a Presentation for CD