

## **POWERPOINT 2000 – LEVEL 1 OUTLINE**

POWERPOINT 2000 LEVEL 1 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN POWERPOINT 2000?

### **LESSON 1 - POWERPOINT BASICS**

- 1.1 LOOKING AT POWERPOINT
- 1.2 EXAMINING THE POWERPOINT ENVIRONMENT
- 1.3 OPENING AN EXISTING PRESENTATION
- 1.4 EXPLORING POWERPOINT'S VIEWS
- 1.5 CREATING A BLANK PRESENTATION
- 1.6 CREATING A PRESENTATION USING THE AUTOCONTENT WIZARD
- 1.7 NAVIGATING A PRESENTATION
- 1.8 SAVING A PRESENTATION
- 1.9 ADDING, DELETING & HIDING SLIDES
- 1.10 APPLYING DESIGN TEMPLATES TO A PRESENTATION
- 1.11 USING HELP

LAB 1 – ON YOUR OWN

### **LESSON 2 - INSERTING AND MODIFYING TEXT**

- 2.1 CREATING HEADERS AND FOOTERS
- 2.2 ENTERING TEXT ONTO SLIDES
- 2.3 USING THE NOTES PANE
- 2.4 COPYING TEXT FROM ONE SLIDE TO ANOTHER
- 2.5 MOVING TEXT FROM ONE SLIDE TO ANOTHER
- 2.6 FORMATTING TEXT
- 2.7 USING THE FORMAT PAINTER BUTTON
- 2.8 IMPORTING TEXT FROM WORD
- 2.9 USING BULLETED & NUMBERED LISTS
- 2.10 LINE SPACING & PARAGRAPH ALIGNMENT

LAB 2 – ON YOUR OWN

### **LESSON 3 - CUSTOMIZING A PRESENTATION**

- 3.1 ADDING COLORS AND BACKGROUND EFFECTS
- 3.2 ADDING A GRAPHIC TO A SLIDE BACKGROUND
- 3.3 APPLYING A COLOR SCHEME
- 3.4 REARRANGING A PRESENTATION IN SLIDE SORTER VIEW
- 3.5 REARRANGING A PRESENTATION IN NORMAL OR OUTLINE VIEW
- 3.6 DUPLICATING SLIDES
- 3.7 DELETING SLIDES
- 3.8 WORKING WITH THE SLIDE MASTER

LAB 3 – ON YOUR OWN

## LESSON 4 - WORKING WITH GRAPHICS

- 4.1 ADDING CLIP ART
- 4.2 ADDING PICTURES
- 4.3 USING DRAWING TOOLS
- 4.4 FORMATTING TEXT BOXES
- 4.5 RESIZING AND MOVING OBJECTS
- 4.6 GROUPING OBJECTS
- 4.7 ALIGNING OBJECTS
- 4.8 ROTATING OBJECTS
- 4.9 LAYERING OBJECTS
- 4.10 USING AUTOSHAPES
- 4.11 INSERTING WORDART

### LAB 4 – ON YOUR OWN

## LESSON 5 - TABLES AND CHARTS

- 5.1 INSERTING A TABLE
- 5.2 INSERTING/DELETING ROWS & COLUMNS
- 5.3 ADJUSTING THE WIDTH/HEIGHT OF ROWS & COLUMNS
- 5.4 FORMATTING TABLE BORDERS
- 5.5 APPLYING CELL SHADING TO A TABLE
- 5.6 INSERTING A CHART
- 5.7 FORMATTING A CHART
- 5.8 CHANGING THE CHART TYPE
- 5.9 INSERTING AN ORGANIZATION CHART
- 5.10 MODIFYING AN ORGANIZATIONAL CHART

### LAB 5 – ON YOUR OWN

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