

POWERPOINT 2003 LEVEL 1 – OUTLINE

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN POWERPOINT 2003?

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 CLOSING A PRESENTATION AND EXITING POWERPOINT
- 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 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

INDEX