

# PowerPoint 2004 – Level 1

## **TABLE OF CONTENTS**

### **POWERPOINT 2004 FOR MACINTOSH LEVEL 1 - INTRODUCTION**

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN POWERPOINT 2004?

### **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 CONTENT TEMPLATE
- 1.7 NAVIGATING YOUR PRESENTATION
- 1.8 SAVING YOUR PRESENTATION
- 1.9 ADDING AND DELETING SLIDES
- 1.10 APPLYING DESIGN TEMPLATES TO A PRESENTATION
- 1.11 USING HELP
- 1.12 CLOSING A DOCUMENT AND EXITING MICROSOFT POWERPOINT

LESSON SUMMARY – POWERPOINT BASICS

LESSON 1 QUIZ

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 FORMATTING PALETTE
- 2.8 USING THE FONT DIALOG BOX
- 2.9 USING THE FORMAT PAINTER BUTTON
- 2.10 IMPORTING TEXT FROM WORD
- 2.11 USING BULLETED & NUMBERED LISTS
- 2.12 LINE SPACING & PARAGRAPH ALIGNMENT
- 2.13 USING THE SCRAPBOOK

LESSON SUMMARY – INSERTING & MODIFYING TEXT

LESSON 2 QUIZ

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 HIDING SLIDES  
3.9 WORKING WITH THE SLIDE MASTER  
LESSON SUMMARY – CUSTOMIZING A PRESENTATION  
LESSON 3 QUIZ  
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  
LESSON SUMMARY – WORKING WITH GRAPHICS  
LESSON 4 QUIZ  
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 A CHART TYPE  
5.9 INSERTING AN ORGANIZATION CHART  
5.10 MODIFYING AN ORGANIZATIONAL CHART  
LESSON SUMMARY – TABLES AND CHARTS  
LESSON 5 QUIZ  
LAB 5 – ON YOUR OWN

#### **CLASS PROJECT**

#### **INDEX**