

# PowerPoint 2002 Intro/Intermediate



Duration: **2 Days** Course Code: **I-G023**

*This two day workshop provides practical hands on experience on creating and modifying presentations using PowerPoint 2002 (XP).*

## Learning Outcomes

By the end of this course students will be able to:  
Create, Save and Print Presentations, Create Slides and Modify Slide Layout, Work with and Modify Text, Use various Editing Views, Design Templates and Backgrounds, Insert and Format Clipart, Create Tables, Graphs & Organisation Charts, Create Build Effects, Present, Animate and Modify Presentations. Use Keyboard shortcuts effectively.

## Prerequisites

This course is designed for students with limited or no knowledge of PowerPoint 2002. Basic computer awareness, keyboard and mouse skills are preferred.

## Getting Started

- Why use PowerPoint
- Starting PowerPoint
- The PowerPoint Screen
- Making the most of Help

## File Operations

- Saving, Closing and Opening your Presentations
- Additional open and save options
- Handling multiple Presentations
- Exiting PowerPoint

## Working with Slides

- Working with Normal, Outline, Slide, Slide Sorter and Slide Show Views
- Adding New Slides
- Changing Slide Layouts

- Moving between Slides
- Undoing and Redoing Actions

## Adding and Editing Text

- Selecting Text and Slides
- Deleting Text
- Promoting and Demoting Points
- Creating a Text Box
- Adding Symbols and Special Characters
- Finding and Replacing Text
- Importing an Existing Word Document

## Formatting Text

- Formatting Text and Paragraphs
- The Font Dialogue Box
- Copying Existing Formats
- Bullets and Numbering
- Adjusting and Working with Indents

## Templates and Slide Masters

- What are Templates and Slide Masters
- Changing the Overall Appearance
- Title and Slide Masters
- Handout and Notes Masters
- Adding Headers and Footers

## Drawing and Clipart

- Inserting and Modifying Clipart
- Inserting Animated Gifs
- Using the Picture Toolbar

- Using Drawing Objects and Alignment Guides
- Align, Nudge, rotating and Flipping Objects
- Editing Freeform Objects
- Anchoring Text in Autoshapes and Changing the Layer order of Objects
- Grouping/Un-Grouping
- Adding and Modifying WordArt Text

## Adding Tables

- Using the Table AutoLayout Slide
- Drawing, Editing and Formatting Tables
- Inserting Rows and Columns
- Altering Column Widths

## Organisation Charts

- Creating Org Charts
- Modifying Organisation Charts
- Changing Grouping Styles

## Charts and Graphs

- Create, Edit and Formatting Charts
- Edit Data in the Datasheet
- Saving Chart Formatting

## Printing & Page Setup

- Modify Page Setup, Print in a Specified Format & Preview in Black & White
- Export Slides to Word

## Slide Shows

- Run Manual Slideshows
- Apply Slide Transitions
- Animate Objects
- Run Timed Slide Shows