

PowerPoint 2003

Introduction

This one day workshop provides practical hands on experience on creating and modifying presentations using PowerPoint 2003.

Learning Outcomes

By the end of this course students will be able to: Create and Modify Presentations, Use Templates and the AutoContent Wizard, Insert and Modify Data from a Variety of Sources including Word and Excel, Navigate through Presentations, Add Drawing Shapes and Objects, Create Tables and Charts and Learn more about Multimedia Objects.

Prerequisites

This course is designed for students with limited or no knowledge of PowerPoint 2003. Basic computer awareness, keyboard and mouse skills are preferred.

Creating Presentations

- An Introduction to using PowerPoint
- Creating Presentations Manually
- Saving Presentations
- Creating Presentations Using Templates
- Creating Presentations Using the AutoContent Wizard
- Displaying Slide Views
- Navigating Presentations

Modifying Presentations

- Modifying Existing Presentations
- Adding New Slides to an Existing Presentation
- Rearranging, Copying and Deleting Slides
- Modifying Text
- Checking Spelling
- Using Spelling-Checker Options
- Checking for Style Consistency
- Using AutoCorrect
- Checking Word Usage
- Importing Text from Microsoft Word
- Formatting Text

Inserting and Modifying Objects

- Introduction to Objects
- Displaying Guides and the Grid
- Drawing and Modifying Objects
- Inserting and Modifying AutoShapes
- Inserting and Modifying Text Boxes
- Creating and Editing Diagrams
- Inserting and Modifying WordArt
- Inserting and Modifying Clip Art
- Inserting and Modifying Organization Charts

Creating and Inserting Charts, Tables and Multimedia Elements

- Charts, Tables and Multimedia Elements
- Creating and Modifying Charts
- Creating and Modifying Tables
- Inserting Objects from Other Applications
- Inserting Multimedia Elements

