

Microsoft PowerPoint 2003 Course A One Day Training Course

Course Aims

This one day course is designed to cover most of what is needed for creating smart graphical presentations with special effects and even sound if required.

Basics

- Exploring the PowerPoint environment
- Opening a presentation
- Closing presentations and closing PowerPoint
- Creating new presentations
- Using PowerPoint standard designs
- Inserting a new slide
- Choosing slide layout
- Applying a colour scheme
- Applying a different slide layout

PowerPoint Views

- Outline
- Slide View
- Slide Sorter
- Notes Page View
- Slide show

Editing and Formatting

- Rearranging and deleting slides
- Using slides from other presentations
- Formatting and proofing
- Moving and copying text
- Bullets and Numbering

Graphics and Objects

- Inserting Pictures
- Inserting ClipArt
- Modifying and enhancing Pictures and ClipArt
- Inserting AutoShapes
- Inserting Textboxes
- Inserting WordArt
- Creating and enhancing Column and Pie charts
- Creating Tables
- Creating Organisation Charts

Picture Tools

- Brightness, Contrast, Recolor
- Cropping
- Compressing images to reduce file size
- Alignment, Group, Order

Special Effects

- Custom Animation
- Adding transitions and timings

Master View

- Working with the slide masters
- Headers and Footers

Running a Presentation

- Running the Show
- Presentations that run themselves
- Looping a presentation
- Pen/Highlighter options
- Useful keyboard commands

Transporting a Presentation

- Keeping the presentation small
- Creating a PowerPoint Show file
- Emailing a presentation
- Package for CD

Templates*

- Creating and using a PowerPoint template

Printing

- Notes Pages
- Handouts
- Handouts with spaces for Notes

Target Audience

Users of Word or Excel needing to create or edit PowerPoint Presentations.

Assumed Knowledge

It is assumed that all attendees already know Excel or Word basics. This is not a good course to start on when learning Microsoft Office – Excel or Word should come first as much of the basic functionality is very similar.

* Any items marked with an asterisk will be covered if time allows