

Microsoft Office PowerPoint 2003

Level 1

Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office PowerPoint 2003. It is designed for computer users who are new to presentations, or who only plan to use PowerPoint 2003 occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows 95 or Windows 98 | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows 95 or Windows 98 programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

System Requirements

According to the Microsoft Office System User's Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
 - a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
 - a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
 - a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors
 - Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
 - a mouse or other pointing device compatible with Windows
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Courseware Outline

About This Courseware

Courseware Conventions
 Courseware Objectives and Prerequisites
 A Quick Review of Basics
 Moving Around
 Getting Help

Introducing PowerPoint

Objectives of Section 1
 Overview
 What is a Presentation Manager?
 What is PowerPoint?
 What is a Presentation?
 Creating a Presentation
 Getting Started
 Looking at the PowerPoint Screen
 Using the PowerPoint Menus
 Moving Around Dialog Boxes
 Using the PowerPoint Toolbars
 Identifying Screen Symbols
 Using Task Panes
 Working with Presentations
 Creating a Presentation
 Saving the Presentation
 Switching Between Presentations
 Closing Presentations
 Opening Presentations
 Making Changes to the Presentation
 Entering Text
 Inserting a New Slide
 Moving Around in the Presentation
 Creating a Master Slide
 Inserting Headers and Footers
 Changing the Slide Design and Layout
 Applying a Template from Another Presentation
 Changing the Slide Order
 Apply Your Skills Exercises
 Summary of Section 1
 Questions and Review

Working with Text

Objectives of Section 2
 Selecting Text Objects
 Using Select vs Edit Mode
 Manipulating Text
 Formatting Text
 Changing the Text Alignment
 Entering Bulleted Information
 Setting Tabs
 Setting and Adjusting Indenting
 Proofing the Slides
 Using AutoCorrect
 Using Find and Replace
 Finding Text
 Replacing Text
 Apply Your Skills Exercises
 Summary of Section 2
 Questions and Review

Using Graphics and Tables

Objectives of Section 3
 Adding Graphics
 Introduction
 Inserting Graphics from Other Sources
 Manipulating the Pictures
 Creating and Using Tables
 Inserting a Table
 Formatting the Table
 Creating Drawing Objects
 Formatting Objects
 Editing and Adjusting Objects
 Arranging Objects
 Apply Your Skills Exercises
 Summary of Section 3
 Questions and Review

Manipulating the Slides

Objectives of Section 4
 Customizing Your Slides
 Customizing the Slide Background
 Changing the Color Scheme
 Animating Objects
 Customizing the Animation
 Applying Slide Transitions
 Apply Your Skills Exercises
 Summary of Section 4
 Questions and Review

Bringing It All Together

Objectives of Section 5
 Printing the Presentation
 Special Printing Options
 Choosing the Print Color
 Creating Notes and Handouts
 Creating Notes
 Using the Notes Page
 Printing Notes
 Creating Handouts
 Running the Slide Show
 Setting Up the Slide Show
 Viewing the Slide Show
 Rehearsing the Presentation
 Using the Navigation and Annotation Options
 Hiding Slides
 Apply Your Skills Exercises
 Summary of Section 5
 Questions and Review

Using Multimedia Elements

Objectives of Section 6
 Converting Graphics to Objects
 Adding Animation
 Animating Objects
 Customizing the Animation
 Animating Charts
 Adding Sounds and Movie Clips
 Using the Media Player
 Adding Sounds
 Inserting Sounds
 Inserting Sound from External Sources
 Playing an Audio CD
 Recording Narration
 Playing the Show Without Narration
 Controlling Sound Effects
 Inserting Movies and Video Clips
 Apply Your Skills Exercises
 Summary of Section 6
 Questions and Review

Appendices

Projects & Case Studies
 Productivity Tools
 Glossary of Terms
 Answers to Review Questions
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 2003 Exam Objectives