



PowerPoint 2003 Introduction

Prerequisites	Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.
Duration	This is a 1 day course

Topics

Getting Started

- Starting PowerPoint
- Understanding the Display Screen
- Using Personalized Menus
- Using Personalized Toolbars
- Changing Menu and Toolbar Options
- Using Task Panes
- Opening a Presentation
- Managing Open Presentations
- Using Smart Tags
- Using PowerPoint Help
- Working with the Office Assistant
- Working with ScreenTips

Learning PowerPoint Basics

- Changing Views
- Using Zoom in Views
- Moving through Slides
- Saving a Presentation
- Closing a Presentation
- Exiting PowerPoint

Creating Presentations

- Creating a New Presentation
- Using the Slide Layout Task Pane
- Creating Slides on the Outline Tab
- Selecting Slides in Normal View
- Adding or Deleting Slides
- Applying a Design Template
- Using the AutoContent Wizard

Working with Text in the Slide Pane

- Selecting Text
- Creating Bulleted and Numbered Lists
- Using Text Boxes
- Formatting Text
- Formatting Bullets and Numbers
- Indenting Text
- Changing Line Spacing

Manipulating Slides and Text

- Using Slide Sorter View
- Using the Outline Tab
- Using Slide Finder
- Copying and Moving Text
- Using Collect and Paste
- Inserting a Duplicate Slide
- Creating a Summary Slide

Using Editing Tools

- Working with AutoCorrect
- Checking Spelling as You Type
- Using the Style Checker
- Replacing Text
- Using Undo and Redo

Working with Clip Art

- Inserting Clip Art
- Managing Clips in the Clip Organizer
- Adding Clips to the Clip Organizer
- Using Clips Online
- Moving and Resizing Clip Art
- Recoloring Clip Art
- Modifying Clip Art
- Creating and Modifying a Photo Album

Viewing and Printing Presentations

- Using Slide Show View
- Creating Speaker Notes
- Using Page Setup
- Using Print Preview
- Printing a Presentation
- Formatting Handouts in Word