



MS-PowerPoint Level 1 Training Seminar

Who Should Attend

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft Office PowerPoint 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

Prerequisite(s): Windows XP (New Version) - Level 1

Objectives:

Lesson 1: An Orientation to PowerPoint

The PowerPoint Environment
Orientation to Views
Navigate Through a Presentation
Edit Slide Text
Save the Presentation
Run a Slide Show

Lesson 2: Beginning a Presentation

Create a New Presentation
Change Background Color
Add Slides to a Presentation
Enter Text
Create a Presentation from a Microsoft Word Outline

Lesson 3: Formatting Text Slides

Apply Character Formats
Align Text
Change Line Spacing
Change Indents

Lesson 4: Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Lesson 5: Charting Data

Create a Column Chart
Edit Chart Data
Change Chart Type
Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

Resize Objects
Copy and Duplicate Objects
Move Objects
Changing Object Orientation
Format Objects
Group and Ungroup Objects
Change the Order of Objects

Lesson 7: Adding Images to a Presentation

Add Clip Art
Add a Picture from a File
Draw Lines and Shapes
Insert WordArt

Lesson 8: Preparing to Deliver a Presentation

Spell Check
Arrange Slides