

## PowerPoint 2003: Basic

1 Day

### Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Getting Started

##### **Lesson 1.1: Starting Out**

What Is Microsoft PowerPoint 2003?  
Opening Microsoft PowerPoint  
Interacting With PowerPoint  
Closing Microsoft PowerPoint

##### **Lesson 1.2: Slides**

What Is A Slide?  
Adding A Slide  
Deleting A Slide  
Cutting, Copying And Pasting Slides  
Text AutoFit

##### **Lesson 1.3: Creating A Slide**

Creating Text  
Deleting Text  
Selecting Text  
Cutting, Copying And Pasting Text  
Using The Format Painter  
Using Find And Replace

##### **Lesson 1.4: Working With A Presentation**

Saving A Presentation For The Second Time  
Opening A Presentation  
Closing A Presentation  
Using The Save As Command

##### **Lesson 1.5: Getting Help In PowerPoint**

Using The Help Menu  
Using The Help Task Pane  
Using The Office Assistant  
Configuring The Office Assistant  
Using The Type A Question Box  
Getting Help In A Dialog Box

#### Section 2: Editing Slides

##### **Lesson 2.1: Placeholders**

Types Of Placeholders  
Resizing Placeholders  
Moving A Placeholder  
Deleting Placeholders

##### **Lesson 2.2: Formatting A Slide**

Add A Background Color  
Add Gradient Fills  
Add Textures Or Pictures

##### **Lesson 2.3: Other Formatting Tools**

Inserting Headers And Footers  
Inserting Slide Numbers  
Inserting The Date And Time

##### **Lesson 2.4: Managing Slides**

The View Toolbar  
Using Slide Sorter View  
Using The Slides Tab  
Using The Outline View

#### Section 3: Adding Effects

##### **Lesson 3.1: Formatting Text**

Adjusting Font Size  
Adjusting Font Type  
Adding Effects  
Changing Text's Color  
Changing Font's Case  
Practice Exercise

##### **Lesson 3.2: Formatting Text From The Fonts Dialog Box**

Opening The Fonts Dialog Box  
Using The Fonts Dialog Box

## **PowerPoint 2003: Basic**, continued

### ***Lesson 3.3: Creating A Bulleted Or Numbered List***

- Adding Bullets
- Adding Numbers
- Customizing Bullets And Numbers
- Removing Bullets And Numbers
- Discontinuing Bullets And Numbers

### ***Lesson 3.4: Using Paragraph Alignment***

- Using Left, Right, Or Centre Alignment
- Using Justification
- Changing Text Direction

## **Section 4: Printing And Viewing A Presentation**

### ***Lesson 4.1: Using Proofing Tools***

- Spell Check
- Using Autocorrect
- Set Your Language

### ***Lesson 4.2: Using Print Preview***

- Opening Print Preview
- Using The Print Preview Toolbar
- Using The Print What Menu
- Setting Options
- Printing Your Presentation

## **Section 5: Organizing Your Data**

### ***Lesson 5.1: Creating And Working With Tables***

- Inserting And Drawing Tables
- Inserting And Deleting Columns And Rows
- Working With Cells

### ***Lesson 5.2: Constructing Table Layout***

- Changing Your Border
- Shading And Fills
- Adding And Formatting WordArt

### ***Lesson 5.3: Working With Charts And Graphs***

- Creating Charts And Graphs
- Adding Titles And Data
- Legends And Labels

### ***Lesson 5.4: Creating Customized Charts***

- Choosing And Designing Your Chart Style
- Constructing 3-D Charts
- Editing Chart Axes
- Exhibiting Gridlines And Trend-lines

### ***Lesson 5.5: Working With Organization Charts***

- Creating Organization Charts
- Choosing Your Chart Style
- Inserting Chart Shapes
- Resizing Charts

### ***Lesson 5.6: Customizing Your Diagrams***

- Adding/Editing Shapes
- Altering Diagrams
- Changing Diagram Schemes
- Incorporating Text

## **Section 6: Executing Your Presentation**

### ***Lesson 6.1: Reviewing A Presentation***

- Sending A Presentation For Review
- Adding Comments And Making Changes
- Combining Reviewed Presentations

### ***Lesson 6.2: Finishing Touches***

- Applying Design Templates
- Slide Transition
- Creating Self Maintained Presentations

### ***Lesson 6.3: Delivery Options***

- Packaging A Presentation To A CD
- Opening Packaged Presentations
- Delivering A Presentation On A Computer