

PowerPoint 2002 - Basic	
Overview	Students will learn the basic skills necessary to begin using PowerPoint 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. No prior knowledge of PowerPoint is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Explore the PowerPoint environment and use Help options. • Create a new presentation, add new slides to it, save and update changes, work in the Outline tab to rearrange bullets, rearrange and delete slides. • Use the Formatting toolbar, use the Cut, Copy, and Paste commands, examine the ruler, check spelling in a presentation, and use AutoCorrect and the Style Checker. • Create objects using the Drawing toolbar, add AutoShapes to a slide, draw text boxes, and edit AutoShapes. • Use the WordArt toolbar to enhance text in a presentation, and insert clip art. • Add a table, use Microsoft Graph, and create an organization chart. • Apply a design template, edit a slide master, work with multiple slide masters, add and delete slide masters, adjust the pace of a presentation, and add speaker notes and footers to each slide in a presentation. • Hide a slide, print a presentation, export to Microsoft Word format.

Topics covered in the comprehensive manual

PowerPoint 2002 Basics

Exploring the PowerPoint environment
Help options
Closing presentations and closing PowerPoint

Building new presentations

Creating new presentations
Saving presentations
Working in the Outline tab
Rearranging and deleting slides
Using slides from other presentations

Formatting and proofing

Exploring text formatting
Moving and copying text
Setting tabs and alignment
Using the Spelling checker
Examining AutoCorrect and the Style Checker

Using drawing tools

Drawing objects
Using AutoShapes
Working with text in objects
Enhancing objects

Working with WordArt and clip art

Working with WordArt
Adding clip art

Using tables and charts

Working with tables
Creating and enhancing charts
Creating organization charts

Enhancing presentations

Using templates
Working with the slide master
Working with multiple slide masters
Adding transitions and timings
Adding speaker notes and footers

Delivering presentations

Running presentations
Printing presentations
Exporting to other formats
Saving presentations for Web delivery

Appendix A: MOUS exam objectives map

Comprehensive exam objectives