

PowerPoint 2003 - Basic	
Overview	Students will learn the basic skills necessary to begin using PowerPoint 2003.
Pre-requisite	<p>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.</p> <p>No prior knowledge of PowerPoint is assumed.</p>
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, use Help options, and close a presentation and PowerPoint. • Create a new presentation, add new slides, save and update changes, work in the Outline tab to rearrange bullets, rearrange and delete slides, and insert slides from another presentation. • Use the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands, examine the ruler, set tabs, and align text. • Create objects by using the Drawing toolbar; add AutoShapes; add text to objects; draw text boxes; and use fill colour options. • Use the WordArt toolbar; and insert images • Add a table, use Microsoft Graph, insert an Excel chart, and create an organization chart. • Apply a design template, edit a slide master, work with multiple slide masters, adjust the pace of a presentation, add speaker notes, and set up a slide show. • Check the spelling of a presentation, the Style Checker, preview and run a presentation, print a presentation.

Topics covered in the comprehensive manual

Getting started

Exploring the PowerPoint environment
Getting help
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 slides

Exploring text formatting
Working with text
Setting tabs and alignment

Using drawing tools

Drawing objects
AutoShapes
Working with text in objects
Modifying objects

Working with graphics

Working with WordArt
Adding clip art
Using images

Using tables and charts

Working with tables
Creating and modifying charts
Creating organization charts

Modifying presentations

Using templates
Working with the slide master
Adding transitions and timings
Adding speaker notes and footers
Setting up slide shows

Proofing and delivering presentations

Proofing presentations
Running presentations
Printing presentations
Saving presentations for Web delivery

Appendix A: MOS exam objectives map

Comprehensive exam objectives