

# USING MICROSOFT OFFICE POWERPOINT 2003 – LEVEL 1

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Word Level 1 or equivalent experience.

## Course Overview

Microsoft Office PowerPoint is a desktop presentation graphics application. In the *Using Microsoft Office PowerPoint Level 1* course, you will learn how to create and save a presentation, build and format slides, modify slide layouts, work in different views, add charts, graphics and animated effects to slides, and apply design templates to enhance the look of a presentation.

### Getting Started with PowerPoint

- Terminology
- Startup PowerPoint
- Identify screen objects

### Viewing a Presentation

- Normal View
- Slide Sorter View
- Slide Show View

### Developing PowerPoint Presentations

- Create a New Presentation
- Edit Text in Outline View
- Add speaker's notes
- Insert Headers and Footers
- View, Edit and Format Text on slides
- Working in Slide Sorter View
- View a Slide Show
- Save a Presentation
- Page Setup options
- Preview a presentation
- Print a Presentation

### Getting Help

- Using the Ask a Question Box
- Using the Office Assistant
- Using Microsoft Office Help

### Apply Bullets and Numbering to Lists

- Apply bullets & numbering
- Customize bullets
- Modify bullets & numbering

### Apply Slide Layouts

- For a New Slide
- For an Existing Slide

### Change the Look of a Presentation

- Apply a Design Template
- Omit background graphics
- Create a background gradient
- Change the Color Scheme

### Adding Clipart and Charts to Slides

- Insert ClipArt
- Using the Clip Organizer
- Downloading Clips Online
- Insert an Org Chart diagram
- Insert a Bar or Column Chart

### Adding Special Effects

- Apply an animation scheme
- Apply slide transitions

### Delivering a Slide Show

