



Microsoft PowerPoint 2003

Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>PowerPoint 2007: Basic, First Look Edition or equivalent experience</p> <p>Course Overview:</p> <p>Explore the PowerPoint environment; use Help options; and close a presentation and PowerPoint.</p> <p>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; and insert slides from another presentation.</p> <p>Use the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands; examine the ruler; set tabs; and align text.</p> <p>Create objects by using the Drawing toolbar; duplicate, move, resize, delete, align, and connect objects; add AutoShapes to a slide; edit AutoShapes, and align them by using grids and guides; add text to objects; draw text boxes; and use fill color options.</p> <p>Use the WordArt toolbar to make the text in a presentation more appealing; use the Select Picture dialog box; explore clip art on the Web; insert images; and use the color, brightness, and contrast controls on the Picture toolbar.</p> <p>Add a table; use Microsoft Graph; insert an Excel chart; and create an organization chart.</p>	<p>Apply a design template; edit a slide master; work with multiple slide masters; add and delete slide masters; adjust the pace of a presentation; add speaker notes and footers to each slide in a presentation; add headers and footers to a notes page; and set up a slide show for a speaker and a kiosk.</p> <p>Check the spelling of a presentation; examine AutoCorrect, the Thesaurus, and the Style Checker; run a presentation by hiding or unhiding slides; preview a presentation in black and white; modify the page setup; print a presentation; save a presentation for Web delivery; and add a link to another presentation.</p> <p>Outline:</p> <p>Getting started</p> <p>Exploring the PowerPoint environment</p> <p>Getting help</p> <p>Closing presentations and closing PowerPoint</p> <p>Building new presentations</p> <p>Creating new presentations</p> <p>Saving presentations</p> <p>Working in the Outline tab</p> <p>Rearranging and deleting slides</p> <p>Using slides from other presentations</p> <p>Formatting slides</p> <p>Exploring text formatting</p> <p>Working with text</p> <p>Setting tabs and alignment</p>	<p>Using drawing tools</p> <p>Drawing objects</p> <p>AutoShapes</p> <p>Working with text in objects</p> <p>Modifying objects</p> <p>Working with graphics</p> <p>Working with WordArt</p> <p>Adding clip art</p> <p>Using images</p> <p>Using tables and charts</p> <p>Working with tables</p> <p>Creating and modifying charts</p> <p>Creating organization charts</p> <p>Modifying presentations</p> <p>Using templates</p> <p>Working with the slide master</p> <p>Adding transitions and timings</p> <p>Adding speaker notes and footers</p> <p>Setting up slide shows</p> <p>Proofing and delivering presentations</p> <p>Proofing presentations</p> <p>Printing presentations</p> <p>Saving presentations for Web delivery</p> <p>Appendix A: Microsoft Office Specialist exam objectives map</p> <p>Comprehensive exam objectives</p>
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