

## PowerPoint 2003 - Level 1

Days of Training: 1

### Overview

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

### Prerequisites

- Windows Level 1

### At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- An Orientation to PowerPoint.
- Beginning a Presentation.
- Formatting Text Slides.
- Adding Tables to a Presentation.
- Charting Data.
- Modifying Objects.
- Adding Images to a Presentation.
- Preparing to Deliver a Presentation.

### Lesson 1: An Orientation to PowerPoint

The PowerPoint Environment  
Orientation to Views  
Navigate Through a Presentation  
Edit Slide Text  
Save the Presentation  
Run a Slide Show

### Lesson 2: Beginning a Presentation

Create a New Presentation  
Change Background Color  
Add Slides to a Presentation  
Enter Text  
Create a Presentation from a Microsoft Word Outline

### Lesson 3: Formatting Text Slides

Apply Character Formats  
Align Text  
Change Line Spacing  
Change Indents

### Lesson 4: Adding Tables to a Presentation

Create a Table  
Format Tables  
Insert a Table from Microsoft Word

### Lesson 5: Charting Data

Create a Column Chart  
Edit Chart Data  
Change Chart Type  
Insert a Chart from Microsoft Excel

### Lesson 6: Modifying Objects

Resize Objects  
Copy and Duplicate Objects  
Move Objects  
Changing Object Orientation  
Format Objects  
Group and Ungroup Objects  
Change the Order of Objects

### Lesson 7: Adding Images to a Presentation

Add Clip Art  
Add a Picture from a File  
Draw Lines and Shapes  
Insert WordArt

### Lesson 8: Preparing to Deliver a Presentation

Spell Check  
Arrange Slides  
Add Transitions  
Create Speaker Notes  
Send a Presentation to Microsoft Word  
Print the Presentation  
Package a Presentation for CD

PPT2003L1

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