



## **Microsoft PowerPoint 2003: Introduction**

**Overview:** Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint 2003.

**Prerequisites:** Windows 2000 or XP Introduction or equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **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