

PowerPoint 2003 Intro/Intermediate



Duration: **2 Days** Course Code: **I-G033**

This two day workshop provides practical hands on experience on creating and modifying presentations using PowerPoint 2003.

Learning Outcomes

By the end of this course students will be able to:
Create, Save and Print Presentations, Create Slides and Modify Slide Layout, Work with and Modify Text, Use various Editing Views, Design Templates and Backgrounds, Insert and Format Clipart, Create Tables, Graphs & Organisation Charts, Create Build Effects, Present, Animate and Modify Presentations. Use Keyboard shortcuts effectively.

Prerequisites

This course is designed for students with limited or no knowledge of PowerPoint 2003. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Why use PowerPoint
- Starting PowerPoint
- The PowerPoint Screen
- Making the most of Help

File Operations

- Saving, Closing and Opening your Presentations
- Additional open and save options
- Handling multiple Presentations
- Exiting PowerPoint

Working with Slides

- Working with Normal, Outline, Slide, Slide Sorter and Slide Show Views
- Adding New Slides
- Changing Slide Layouts

- Moving between Slides
- Undoing and Redoing Actions

Adding and Editing Text

- Selecting Text and Slides
- Deleting Text
- Promoting and Demoting Points
- Creating a Text Box
- Adding Symbols and Special Characters
- Finding and Replacing Text
- Importing an Existing Word Document

Formatting Text

- Formatting Text and Paragraphs
- The Font Dialogue Box
- Copying Existing Formats
- Bullets and Numbering
- Adjusting and Working with Indents

Templates and Slide Masters

- What are Templates and Slide Masters
- Changing the Overall Appearance
- Title and Slide Masters
- Handout and Notes Masters
- Adding Headers and Footers

Drawing and Clipart

- Inserting and Modifying Clipart
- Inserting Animated Gifs
- Using the Picture Toolbar

- Using Drawing Objects and Alignment Guides
- Align, Nudge, rotating and Flipping Objects
- Editing Freeform Objects
- Anchoring Text in Autoshapes and Changing the Layer order of Objects
- Grouping/Un-Grouping
- Adding and Modifying WordArt Text

Adding Tables

- Using the Table AutoLayout Slide
- Drawing, Editing and Formatting Tables
- Inserting Rows and Columns
- Altering Column Widths

Organisation Charts

- Creating Org Charts
- Modifying Organisation Charts
- Changing Grouping Styles

Charts and Graphs

- Create, Edit and Formatting Charts
- Edit Data in the Datasheet
- Saving Chart Formatting

Printing & Page Setup

- Modify Page Setup, Print in a Specified Format & Preview in Black & White
- Export Slides to Word

Slide Shows

- Run Manual Slideshows
- Apply Slide Transitions
- Animate Objects
- Run Timed Slide Shows