

Powerpoint 2003 Level 1

Course ID:	DPP03L1
Duration:	1 day
Certification:	N/A
Exam:	N/A

Profile

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience.

Audience: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

Prerequisites

- To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge Windows XP: Introduction, · Windows XP Professional: Levels 1 and 2, Windows 2000: Introduction

Skills

- Lesson 1: An Orientation to PowerPoint : Topic 1A: The PowerPoint Environment, Topic 1B: Orientation to Views, Topic 1C: Navigate Through a Presentation, Topic 1D: Edit Slide Text, Topic 1E: Save the Presentation, Topic 1F: Run a Slide Show
- Lesson 2: Beginning a Presentation: Topic 2A: Create a New Presentation, Topic 2B: Change Background Color, Topic 2C: Add Slides to a Presentation, Topic 2D: Enter Text, Topic 2E: Create a Presentation from a Microsoft Word Outline
- Lesson 3: Formatting Text Slides: Topic 3A: Apply Character Formats, Topic 3B: Align Text, Topic 3C: Change Line Spacing, Topic 3D: Change Indents
- Lesson 4: Adding Tables to a Presentation: Topic 4A: Create a Table, Topic 4B: Format Tables, Topic 4C: Insert a Table from Microsoft Word
- Lesson 5: Charting Data : Topic 5A: Create a Column Chart, Topic 5B: Edit Chart Data, Topic 5C: Change Chart Type, Topic 5D: Insert a Chart from Microsoft Excel
- Lesson 6: Modifying Objects: Topic 6A: Resize Objects, Topic 6B: Copy and Duplicate Objects, Topic 6C: Move Objects, Topic 6D: Changing Object Orientation, Topic 6E: Format Objects, Topic 6F: Group and Ungroup Objects, Topic 6G: Change the Order of Objects
- Lesson 7: Adding Images to a Presentation: Topic 7A: Add Clip Art, Topic 7B: Add a Picture from a File, Topic 7C: Draw Lines and Shapes, Topic 7D: Insert WordArt
- Lesson 8: Preparing to Deliver a Presentation: Topic 8A: Spell Check, Topic 8B: Arrange Slides, Topic 8C: Add Transitions, Topic 8D: Create Speaker Notes, Topic 8E: Send a Presentation to Microsoft Word, Topic 8F: Print the Presentation, Topic 8G: Package a Presentation for CD
- Upon successful completion of this course, students will be able to: · Manipulate an existing PowerPoint presentation. Begin creating a presentation. Format text slides. Add tables to a presentation. Chart data in a presentation. · Modify objects on slides, Add images to a presentation. Prepare to deliver a presentation.