



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Microsoft Office PowerPoint 2003: Level 1

Number of Days: 1

Format: Instructor-Led

Class Code: PO03-1

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

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

Target Student:

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:

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment, and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders.

Certification:

The Microsoft Office User Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

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.

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Course Outline

Lesson 1: An Orientation to PowerPoint
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 4A: Create a Table■ Topic 4B: Format Tables■ Topic 4C: Insert a Table from Microsoft Word
Lesson 5: Charting Data
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 8A: Spell Check■ Topic 8B: Arrange Slides■ Topic 8C: Add Transitions