



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft PowerPoint 2003 Introduction Level

Overview

The skills and knowledge gained on this course are sufficient to create real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to create a presentation, add animations, run a slide show, and print and publish presentations.

Target Audience

This course is primarily designed for people who need to know how to use Microsoft PowerPoint 2003 to create computer presentations. It is ideal for people who work in areas where presenting information is important.

Objectives

At the completion of this course participants will be able to:

- start and navigate around PowerPoint
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- create a presentation
- insert and modify clip art in your presentation
- use various drawing objects to create simple drawings
- create animations in a presentation
- navigate slide shows in PowerPoint
- use a range of printing techniques and view your presentation as web pages
- access and use the help system and work safely with your computer.

Prerequisites

This course assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £300 per day. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 PowerPoint 2003**
 - Orientation**
 - a) Starting PowerPoint
 - b) The PowerPoint Screen
 - c) Using Menu Commands
 - d) Using Keyboard Shortcuts
 - e) Using The Toolbars
 - f) Using ShortCut Menus
 - g) Understanding Settings
 - h) Exiting PowerPoint
 - 2 Working With Presentations**
 - a) Opening An Existing Presentation
 - b) Navigating A Presentation
 - c) Switching Between Views
 - d) Task Panes
 - e) Navigating Task Panes
 - f) Closing A Presentation
 - g) Returning To A Previous Presentation
 - 3 Creating A Presentation**
 - a) Designing A Presentation
 - b) Presentation Methods & Hardware
 - c) New Presentations
 - d) Creating A New Presentation
 - e) Adding Text Using The Outline
 - f) Pane
 - g) Saving A Presentation
 - h) Adding Slides And Text
 - i) Previewing A Slide Show
 - 4 Clip Art**
 - a) Inserting Clip Art
 - b) Re-Sizing Clip Art
 - c) Modifying Clip Art
 - d) Modifying Elements Of Clip Art
 - e) Rotating Clip Art
 - f) Perusing Your Clips
 - g) Pasting From The Clipboard
 - 5 Drawing Objects**
 - a) Drawing Tools
 - b) Arrows And Lines
 - c) AutoShapes
 - d) Create A Flowchart
 - e) Adding Connectors To Flowcharts
 - f) Adding Text To Flowcharts
 - g) Editing A Grouped Object
 - h) Layering Objects
 - 6 Animation**
 - a) Animation Schemes
 - b) Custom Text Animation
 - c) Applying Custom Text Animation
 - d) Custom Object Animation
 - e) Motion Paths
 - f) Animating Diagrams
 - g) Slide Transition
 - 7 Slide Show Navigation**
 - a) Slide Sorter View
 - b) Adding Speaker Notes
 - c) Creating A Summary Slide
 - d) Removing Slide Numbers
 - 8 Printing & Publishing**
 - a) Printing & Publishing Options
 - b) Previewing & Printing Slides
 - c) Printing Handouts
 - d) Printing Notes Pages
 - e) Printing The Outline
 - f) Printing For Overhead Transparencies
 - g) Web Page Preview
 - h) Publish As Web Pages
 - 9 General Computer Usage**
 - a) The Help Task Pane
 - b) Searching For General Help
 - c) Searching For Specific Help
 - d) Understanding A Help Window
 - e) Disabling Online Content
 - f) Enabling Online Content
 - g) Displaying and Using The Office Assistant
 - h) Customising The Office Assistant
 - i) Disabling The Office Assistant