

Microsoft®

# PowerPoint 2003

## Course Outline

Foundation Level

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### **INTRODUCTION TO MICROSOFT POWERPOINT 2003**

- What Is PowerPoint?
- The PowerPoint Environment
- The Different PowerPoint Views
- Toolbars
- Getting Help

### **PRESENTATIONS AND SLIDES**

- Creating And Opening Presentations
- Managing Presentations
- Managing Slides

### **USING MASTER PAGES**

- Working With Slide Masters
- Working With The Handout Master
- Working With The Notes Master

### **FORMATTING AND EDITING SLIDES**

- Working With Slide Layouts
- Applying Backgrounds
- Modifying Slide Attributes
- Paragraph Settings
- Bullets And Numbering

### **FORMATTING AND EDITING TEXT**

- Adding Text To A Slide
- Formatting Text
- Using Undo And Redo
- Using Find And Replace
- Using Spell Check
- Using The Clipboard

### **SLIDE DESIGN**

- Working With Slide Design
- Using Design Templates
- Adding Colour Schemes
- Applying Animation Schemes

### **DRAWINGS AND PICTURES**

- Drawing Lines And Shapes
- Using Autoshapes
- Adding Clip Art And Pictures
- Grouping And Ungrouping Objects
- Rotating And Flipping Objects
- Aligning Objects

### **PRINTING**

- Using Page Setup
- Using Print Preview
- Printing A Presentation

### **PRESENTING THE PRESENTATION**

- Running A Slide Show
- Navigating Slides
- Pointer Options
- Screen Options
- Adding Notes To The Slide Show