



MICROSOFT POWERPOINT 2003 BEGINNERS COURSE OUTLINE

1. INTRODUCTION TO MICROSOFT POWERPOINT 2003

WHAT IS POWERPOINT?

- Understanding Microsoft PowerPoint 2003
- Choosing between Presentation Types
- Understanding File Types
- Using the Microsoft Web Site

THE POWERPOINT ENVIRONMENT

- Working with the PowerPoint Window
- Using the Slide Pane
- Using the Outline and Slides Tabs
- Using the Task Pane
- Using the Notes Pane

THE DIFFERENT POWERPOINT VIEWS

- Understanding the Normal View
- Understanding the Slide Sorter View
- Understanding the Slide Show View
- Understanding the Notes View

TOOLBARS

- Using Toolbars
- Showing a Toolbar
- Hiding a Toolbar
- Moving a Toolbar
- Using the Standard Toolbar
- Using the Formatting Toolbar
- Using the Drawing Toolbar

GETTING HELP

- Using the Ask a Question Box
- Understanding the Microsoft Office Assistant
- Displaying the Office Assistant
- Displaying Tips through the Office Assistant
- Customising the Office Assistant
- Using Tips of the Day
- Hiding the Office Assistant

2. POWERPOINT 2003 - PRESENTATIONS AND SLIDES

CREATING AND OPENING PRESENTATIONS

- Displaying the New Presentation Pane
- Opening an Existing Presentation
- Creating a New Blank Presentation
- Creating a New Presentation from a Design Template
- Creating a New Presentation using the AutoContent Wizard
- Creating a New Presentation from an Existing Presentation
- Creating a New Presentation from Templates
- Understanding the Basic Search Pane
- Displaying the Basic Search Pane
- Searching for Files
- Customising Searches
- Using Search Results

MANAGING PRESENTATIONS

- Saving a Presentation
- Saving a Backup Copy
- Saving a Presentation as a Template
- Saving a Presentation as a Web Page
- Saving Summary Information
- Password Protecting a Presentation
- Closing Presentations

MANAGING SLIDES

- Inserting a New Slide
- Inserting a Duplicate Slide
- Reordering Slides
- Copying Slides
- Deleting Slides

3. POWERPOINT 2003 - USING MASTER PAGES

WORKING WITH SLIDE MASTERS

- Understanding Slide Masters
- Displaying the Slide Master
- Inserting a New Slide Master
- Inserting a Duplicate Slide Master
- Understanding Title Masters
- Inserting a New Title Master
- Applying Multiple Slide and Title Masters to a Presentation
- Preserving a Slide Master
- Restoring Slide and Title Masters
- Deleting Slide and Title Masters
- Renaming a Slide Master
- Exiting the Slide Master View

WORKING WITH THE HANDOUT MASTER

- Understanding the Handout Master
- Displaying the Handout Master
- Showing the Slide Position on the Handout Master
- Showing the Outline Position on the Handout Master
- Restoring the Handout Master
- Exiting the Handout Master View

WORKING WITH THE NOTES MASTER

- Understanding the Notes Master
- Displaying the Notes Master
- Restoring the Notes Master
- Exiting the Notes Master View

4. POWERPOINT 2003 - FORMATTING & EDITING SLIDES

WORKING WITH SLIDE LAYOUTS

- Understanding Slide Layouts
- Displaying the Slide Layout Pane
- Applying Text Layouts
- Applying Content Layouts
- Applying Text and Content Layouts
- Applying Other Layouts
- Using Smart Tags - Automatic Layouts

APPLYING BACKGROUNDS

- Understanding Backgrounds
- Selecting a Slide Background Colour
- Selecting a Slide Background Fill Effect
- Applying a Slide Background Colour or Fill Effect
- Selecting a Handout Background Colour
- Selecting a Handout Background Fill Effect
- Applying a Handout Background Colour or Fill Effect
- Selecting a Notes Page Background Colour
- Selecting a Notes Page Background Fill Effect
- Applying a Notes Page Background Colour or Fill Effect
- Omitting Background Graphics from the Master

MODIFYING SLIDE ATTRIBUTES

- Altering Slide Placeholders
- Altering Handout and Notes Pages Placeholders
- Inserting Headers and Footers
- Inserting Slide Numbers
- Adding the Date and Time to Slides
- Adding Page Numbers and the Date and Time to Handouts and Notes

PARAGRAPH SETTINGS

- Changing Indentation Settings
- Changing Tab Settings
- Changing Paragraph Indentations
- Changing Paragraph Alignment
- Setting Line Spacing

BULLETS AND NUMBERING

- About Bullets and Numbering
- Adding or Deleting Bullets or Numbering
- Changing Bullets or Numbering Style
- Changing Bullets or Numbering Size
- Changing Bullets or Numbering Colour
- Changing the Starting Number in a Numbering List
- Creating Custom Bullets
- Inserting a Picture as a Bullet

5. POWERPOINT 2003 - FORMATTING & EDITING TEXT

ADDING TEXT TO A SLIDE

- Adding Placeholder Text

- Adding Text Box Text
- Adding WordArt Text
- Adding Notes
- Using Smart Tags - AutoFit

FORMATTING TEXT

- Selecting a Word
- Selecting All Text in a Text Placeholder or Text Box
- Changing the Font Size
- Changing the Font Style
- Changing the Font Colour
- Making Text Bold, Italic, Underlined, or Shadowed
- Changing Font Case
- Replacing Fonts
- Using the Format Painter
- Deleting Text

USING UNDO AND REDO

- Undoing the Last Action
- Undoing Multiple Actions
- Redoing the Last Undo
- Redoing Multiple Undos

USING FIND AND REPLACE

- Finding Text
- Replacing Text

USING SPELL CHECK

- Checking Spelling
- Using Spell Check Options
- Using Smart Tags - AutoCorrect

USING THE CLIPBOARD

- Understanding the Clipboard
- Displaying the Clipboard Task Pane
- Copying or Cutting Items to the Office Clipboard
- Pasting a Single Item from the Office Clipboard
- Pasting all Items from the Office Clipboard
- Deleting Items from the Office Clipboard
- Clearing the Office Clipboard
- Using Smart Tags - Paste Option

6. POWERPOINT 2003 - SLIDE DESIGN

WORKING WITH SLIDE DESIGN

- Understanding Slide Design
- Displaying the Slide Design Pane

USING DESIGN TEMPLATES

- Understanding Design Templates
- Applying a Design Template to One Slide
- Applying a Design Template to All Slides
- Applying Slide Masters as Design Templates

ADDING COLOUR SCHEMES

- Understanding Colour Schemes
- Applying a Colour Scheme to One Slide
- Applying a Colour Scheme to All Slides
- Customising Colour Schemes
- Applying Colour Schemes to Notes or Handouts

APPLYING ANIMATION SCHEMES

- Understanding Animation Schemes
- Applying an Animation Scheme to One Slide
- Applying an Animation Scheme to All Slides
- Using the Custom Animation Pane
- Using the Slide Transition Pane

7. POWERPOINT 2003 - DRAWINGS AND PICTURES

DRAWING LINES AND SHAPES

- Drawing a Line
- Drawing an Arrow
- Drawing a Rectangle
- Drawing an Oval
- Changing Fill Colour
- Changing Line Colour
- Changing Line Style
- Changing Dash Style
- Changing Arrow Style
- Adding Shadow Style
- Adding 3D Style
- Resizing Objects
- Moving Objects

USING AUTOSHAPES

- Understanding AutoShapes
- Using the AutoShapes Toolbar
- Adding an AutoShape Line
- Adding an AutoShape Connector
- Adding an AutoShape Basic Shape
- Adding an AutoShape Block Arrow
- Adding an AutoShape Flowchart
- Adding AutoShape Stars and Banners
- Adding AutoShape Callouts
- Adding AutoShape Action Buttons
- Adding More AutoShapes

ADDING CLIP ART AND PICTURES

- Understanding Clip Art
- Displaying the Insert Clip Art Pane
- Searching for Clip Art
- Customising a Clip Art Search
- Using the Clip Organiser
- Inserting Clip Art
- Inserting a Picture from a File
- Formatting Clip Art and Pictures

GROUPING AND UNGROUPING OBJECTS

- Understanding Grouping Objects
- Grouping Objects
- Ungrouping Objects
- Regrouping Objects
- Layering Objects

ROTATING AND FLIPPING OBJECTS

- Using Free Rotate
- Rotating Objects to the Left or Right
- Flipping Objects Horizontally or Vertically

ALIGNING OBJECTS

- Understanding Grids and Guides
- Displaying the Drawing Grid and Guides
- Adjusting Guides
- Aligning Objects
- Aligning Objects Left to Right
- Aligning Objects Top to Bottom
- Distributing Objects Horizontally and Vertically

- Nudging Objects

8. POWERPOINT 2003 - PRINTING

USING PAGE SETUP

- Changing Slide Orientation
- Changing Notes, Handouts and Outline Orientation
- Setting Slide Size

USING PRINT PREVIEW

- Previewing Slides, Notes, and Handouts
- Setting Printing Order on Handouts
- Previewing Print Colour
- Previewing Headers and Footers
- Framing Slides
- Previewing a Slide as a Web Page

PRINTING A PRESENTATION

- Opening the Print Dialog Box
- Selecting a Printer
- Setting Print Range
- Printing Multiple Copies
- Selecting Print Options
- Printing Slides, Handouts, Notes, or the Outline View

9. POWERPOINT 2003 - PRESENTING THE PRESENTATION

RUNNING A SLIDE SHOW

- Viewing a Slide Show from the First Slide
- Viewing a Slide Show from the Current Slide

NAVIGATING SLIDES

- Moving to the Next Slide in a Slide Show
- Moving to the Previous Slide in a Slide Show
- Moving to a Specific Slide in the Slide Show

POINTER OPTIONS

- Using the Automatic Pointer
- Hiding the Pointer
- Using the Arrow Pointer
- Changing the Pointer to a Pen

- Erasing Pen Marks

SCREEN OPTIONS

- Pausing the Slide Show
- Turning the Screen Black

ADDING NOTES TO THE SLIDE SHOW

- Adding Meeting Minutes or Action Items
- Viewing and Adding Speaker Notes