

Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office PowerPoint 2003. It is designed for computer users who are new to PowerPoint, or who only plan to use PowerPoint occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows



Courseware Outline

About This Courseware

- Courseware Conventions
- Courseware Objectives
 - Basic Windows Skills
 - Checklist
- A Quick Review of Basics
 - Starting PowerPoint
- Getting Help
- Exiting PowerPoint

Introduction

- Overview
 - What is a Presentation Manager?
 - What is PowerPoint?
- Creating a Presentation
 - Some Considerations
 - Looking at the PowerPoint Screen
 - Using the Toolbars
- Working with Presentations
 - Creating a Presentation
 - Managing Your Files
 - Making Changes to the Presentation
 - Moving Around in the Presentation
- Creating a Master Slide
 - Inserting Headers and Footers
- Changing the Slide Design and Layout
 - Applying a Template from Another Presentation
- Changing the Slide Order

Working with Text

- Selecting Text Objects
 - Using Select vs Edit Mode
- Manipulating Text
- Formatting Text
 - Changing the Text Alignment
 - Entering Bulleted Information
 - Setting Tabs & Indents
 - Setting and Adjusting Indenting
- Proofing the Slides
 - Using AutoCorrect
- Using Find and Replace
 - Finding Text
 - Replacing Text

Working with Graphics and Tables

- Adding Graphics
 - Manipulating the Pictures
 - Inserting Graphics from Other Sources

- Creating and Using Tables
 - Inserting a Table
 - Formatting the Table
- Creating Objects
- Editing and Adjusting Objects
 - Arranging Objects

Manipulating the Slides

- Customizing Your Slides
 - Customizing the Slide Background
 - Changing the Color Scheme
- Using Information from Other Sources
 - Importing Outlines from Microsoft Word
 - Copying Slides From Another Presentation
 - Importing from Word
 - Importing from Excel
 - Exporting to an Outline
- Animating Objects
 - Customizing the Animation
 - Applying Slide Transitions

Bringing It All Together

- Printing the Presentation
 - Special Printing Options
 - Choosing the Print Color
- Creating Notes and Handouts
 - Creating Notes
 - Printing Notes
 - Creating Handouts
- Running the Slide Show
 - Setting Up the Slide Show
 - Viewing the Slide Show
 - Rehearsing the Presentation
 - Using the Annotation Options
 - Hiding Slides

Using Multimedia Elements

- Converting Graphics to Objects
- Adding Animation
 - Animating Objects and Text
 - Animating Charts
- Adding Sounds or Movie Clips
 - Using the Media Player
 - Adding Sounds
 - Inserting Sounds
- Inserting Sound from External Sources
 - Playing an Audio CD
 - Recording Narration
 - Playing the Show Without Narration
 - Controlling Sound Effects

Enhancing or Customizing Presentations

- Structuring a Presentation
 - Looking and Following a Logical Sequence
 - Creating a Summary or Agenda Slide
- Controlling Slide Show Progression
 - Displaying a Black Screen During a Show
 - Ending with a Black Screen
- Creating a Custom Show
- Adding Hyperlinks
 - Deleting a Hyperlink
- Adding Action Buttons
- Self-running Presentations
- Using the Slide Finder

Working with Objects

- Creating Data Charts
 - Selecting Items in a Datasheet
 - Importing Data into a Datasheet
 - Changing the Chart Type
 - Adjusting the Data Series
 - Adjusting Data Labels
 - Adding Titles
- Creating an Organization Chart
 - Selecting and Editing Boxes
- Linking and Embedding Objects
- Importing and Exporting Text

Delivering in Other Methods

- Using the Pack and Go Wizard
 - Viewing the Packaged Presentation
- Working with Others
 - Sending Presentations for Review
 - Making the Changes
 - Reviewing the Changes
 - Inserting Comments
 - Comparing and Merging Presentations
- Creating Web Pages
 - Publishing Presentations on the Web

Appendices

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
- Index
- Microsoft Office Specialist Skills Courseware Mapping