

Course Description: In this course, students will learn how to upgrade paper presentations to an electronic format by using Microsoft® Office PowerPoint® 2003. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office 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.

Who Should Attend: 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: Students should first take Windows XP: Introduction, Windows XP Professional: Levels 1 and 2 or Windows 2000: Introduction or have equivalent knowledge.

Benefits of Attendance: Upon 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.

Course Outline:

An Orientation To Powerpoint

The PowerPoint Environment
Orientation to Views
Navigating Through a Presentation
Editing Slide Text
Saving the Presentation
Running a Slide Show

Beginning A Presentation

Creating a New Presentation
Changing Background Color
Adding Slides to a Presentation
Entering Text
Creating a Presentation from a Microsoft Word Outline

Formatting Text Slides

Applying Character Formats
Aligning Text
Changing Line Spacing
Changing Indents

Adding Tables To A Presentation

Creating a Table
Formatting Tables
Inserting a Table from Microsoft Word

Charting Data

Creating a Column Chart
Editing Chart Data
Changing Chart Type
Inserting a Chart from Microsoft Excel

Modifying Objects

Resizing Objects
Copying and Duplicating Objects
Moving Objects
Changing Object Orientation
Formatting Objects
Grouping and Ungrouping Objects
Changing the Order of Objects

Adding Images To A Presentation

Adding Clip Art
Adding a Picture from a File
Drawing Lines and Shapes
Inserting WordArt

Preparing To Deliver A Presentation

Spelling Check
Arranging Slides
Adding Transitions
Creating Speaker Notes
Sending a Presentation to Microsoft Word
Printing the Presentation
Packaging a Presentation for CD

Appendix A: Microsoft Office Specialist Program