MICROSOFT OFFICE POWERPOINT 2003

Designed for: Those familiar with using Microsoft Word who want to learn PowerPoint presentation skills

Pre-requisites: Basic working knowledge of Windows and the Word program

Objectives: To teach presentation skills to Microsoft Office Specialist Test Level using this popular presentations program

Course Content:

- Opening an existing PowerPoint presentation, different screen views, different PowerPoint objects, creating a presentation from a blank presentation, running an existing presentation as a slide show, saving and closing a presentation
- AutoContent Wizard, inserting pictures into a presentation, resize and reposition, applying a design template, applying a slide layout, using the Slide Master, deleting one slide and multiple slides, changing slide layout, changing bullet formatting, duplicating a slide, edit and formatting text
- Inserting a footer into an existing presentation, modifying a footer using the slide master, repositioning slides in slide sorter view, inserting a media clip, applying background effects, using a picture as a background, inserting a slide from another presentation, using the spellcheck facility, using Format Painter, creating a folder when saving
- Modifying the Handout Master, preparing handouts, adding notes to a presentation, reviewing a presentation prior to printing, applying transition effects, rehearsing timings, applying animation schemes, applying custom animation, inserting a sound, find and replace
- Using a design template to start a new presentation, inserting slides from outline, working with outline text, creating a table in a presentation, customising a table format, creating charts, inserting a text box on a slide, modifying the slide sequence in outline view, inserting a hyperlink, inserting a movie, inserting a diagram
- Creating a template using the Slide Master, inserting ClipArt, exporting a presentation as an outline, inserting an Excel chart as an embedded object, inserting a Word table as a linked object, using WordArt
- Setting up a review cycle, reviewing, accepting and rejecting changes, compare and merge, inserting a comment, saving a presentation in HTML format, publishing a presentation as a web page, setting up an online broadcast, embedding fonts, using Package for CD for remote delivery

Benefits:

- Know how to use PowerPoint 2003 in order to create your own presentations
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Duration: 16-18hrs

What Next?
Microsoft Office Excel 2003
Microsoft Office Access 2003

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Microsoft Office Specialist Authorised Testing Centre

Microsoft IT Academy Programme

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