



COMPUTER TRAINING NETWORK

# Microsoft PowerPoint 2003 Basics

**COURSE DESCRIPTION:** Students will learn how to create presentations, rearrange and delete slides, use the Formatting toolbar, set tabs, and align text. They'll also learn how to work with objects, AutoShapes, text boxes, fill colors, WordArt, and other types of images. They'll create tables, apply a design template, work with slide masters, add headers and footers, and use PowerPoint's built-in proofing tools. Finally, they'll learn how to create links between presentations and save a presentation for Web delivery.

**COURSE LENGTH:** 7 hours

**PREREQUISITES:** Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse.

## TABLE OF CONTENTS:

Unit 1: Getting started

Topic A: Exploring the PowerPoint environment

Topic B: Getting help

Topic C: Closing presentations and closing PowerPoint

Unit 2: Building new presentations

Topic A: Creating new presentations

Topic B: Saving presentations

Topic C: Working in the Outline tab

Topic D: Rearranging and deleting slides

Topic E: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Exploring text formatting

Topic B: Working with text

Topic C: Setting tabs and alignment

Unit 4: Using drawing tools

Topic A: Drawing objects

Topic B: AutoShapes

Topic C: Working with text in objects

Topic D: Modifying objects

Unit 5: Working with graphics

Topic A: Working with WordArt

Topic B: Adding clip art

Topic C: Using images

Unit 6: Using tables and charts

Topic A: Working with tables

Topic B: Creating and modifying charts

Topic C: Creating organization charts

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## Table of Contents (Continued)

Unit 7: Modifying presentations

Topic A: Using templates

Topic B: Working with the slide master

Topic C: Adding transitions and timings

Topic D: Adding speaker notes and footers

Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations

Topic D: Saving presentations for Web delivery

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives