



Microsoft Office PowerPoint 2003 is an application that is part of the Microsoft Office Suite and is used for creating dynamic presentations. The Microsoft Office PowerPoint 2003 Introduction class will teach you how to create enhanced presentations from start to finish. Even if you have experience with previous versions of PowerPoint, this class will benefit you because of its new enhancements.

In this class you will create a professional presentation using three different methods, and a variety of formatting techniques. You will learn how to manipulate slide content, navigate between the various views, and create speaker notes. You will enhance the presentation with objects, shapes, WordArt, and clip art images. You will discover how to print preview slide handouts, speaker notes, or a text outline of the presentation. In addition, you will customize the presentation with design templates and dynamic transition effects. This class will provide you with a basic understanding of PowerPoint so that you can create, save, and run a stunning presentation.

PowerPoint 2003 Introduction is a four-hour class.

PREREQUISITES

- Introduction to Windows or Equivalent Experience

CONTENT

- Navigate within the Microsoft Office PowerPoint 2003 environment
- Open and run a PowerPoint presentation
- Explore techniques for running a presentation
- Create a presentation using a design template, the AutoContent Wizard, or from a blank slide
- Save a presentation in a variety of formats
- Insert slides and examine the various slide layouts
- Format fonts in a presentation and use the Formatting Toolbar
- Use bullets and learn techniques for editing bullets
- Format line spacing, indents and alignment
- Use Spell Check
- Explore the three PowerPoint views
- Use Drawing Tools to draw AutoShapes and lines
- Format AutoShapes and lines
- Insert ClipArt and WordArt
- Customize your presentation by applying design templates
- Use transition effects to enhance your presentation
- Learn how to print slides, speaker notes, and handouts
- Examine the Print Preview feature
- Get online help
- Explore frequently used commands and shortcuts for inserting slides, running your show, and saving your presentation