

PowerPoint 2003 Introduction

(1 day course)



Course Description

Course Objective: You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience.

Target Student: 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: To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction *or*
- Windows 2000: Introduction

Performance-Based Objectives

Upon successful 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.

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Course Content

Lesson 1: An Orientation to PowerPoint

- Topic 1A: The PowerPoint Environment
- Topic 1B: Orientation to Views
- Topic 1C: Navigate Through a Presentation
- Topic 1D: Edit Slide Text
- Topic 1E: Save the Presentation
- Topic 1F: Run a Slide Show

Lesson 2: Beginning a Presentation

- Topic 2A: Create a New Presentation
- Topic 2B: Change Background Color
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Enter Text
- Topic 2E: Create a Presentation from a Microsoft Word Outline

Lesson 3: Formatting Text Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Align Text
- Topic 3C: Change Line Spacing
- Topic 3D: Change Indents

Lesson 4: Adding Tables to a Presentation

- Topic 4A: Create a Table
- Topic 4B: Format Tables
- Topic 4C: Insert a Table from Microsoft Word

Lesson 5: Charting Data

- Topic 5A: Create a Column Chart
- Topic 5B: Edit Chart Data
- Topic 5C: Change Chart Type
- Topic 5D: Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

- Topic 6A: Resize Objects
- Topic 6B: Copy and Duplicate Objects
- Topic 6C: Move Objects
- Topic 6D: Changing Object Orientation
- Topic 6E: Format Objects
- Topic 6F: Group and Ungroup Objects
- Topic 6G: Change the Order of Objects

Lesson 7: Adding Images to a Presentation

- Topic 7A: Add Clip Art
- Topic 7B: Add a Picture from a File
- Topic 7C: Draw Lines and Shapes
- Topic 7D: Insert WordArt

Lesson 8: Preparing to Deliver a Presentation

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Create Speaker Notes
- Topic 8E: Send a Presentation to Microsoft Word
- Topic 8F: Print the Presentation
- Topic 8G: Package a Presentation for CD

Appendix A: Microsoft Office Specialist Program

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Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system. 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows

Software Requirements

- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3.
- Microsoft® Office Professional Enterprise Edition 2003.