



ONE DAY

Course developed for

This course is designed for persons who are interested in learning the fundamentals needed to create and modify basic PowerPoint 2002 presentations.

POWERPOINT 2002 INTRODUCTION

The primary objective of the course is to introduce a user to the basic operations of PowerPoint

Course Prerequisites

No previous experience in using PowerPoint or any other presentation graphics program is required in this introductory course. It is assumed, however, that you have:

- Knowledge of personal computer fundamentals.
- Experience in working within the Microsoft Windows environment.
- A reasonable degree of keyboard proficiency.
- Experience in using a mouse

Performance-based Objectives

After participating in this course, you will be able to:

- Create slides that consist primarily of text
- Enhance slides using the tools on PowerPoint's Drawing toolbar and the Microsoft Clip Organizer
- Display tabular information on a slide
- Use design templates to give your presentations a professional appearance
- Create notes to accompany a presentation
- Produce an on-screen slide show

Course Focus

Getting started

- What is PowerPoint? Starting PowerPoint
- The PowerPoint application window
- Working with PowerPoint menus and toolbars
- Resetting the working folder
- Displaying help information, exiting from PowerPoint

Creating text slides

- Creating a new presentation
- Adding a new slide to a presentation
- Editing the text on a slide
- Working in the slides tab, working in the outline tab
- Resetting the line spacing of paragraphs on a slide
- Saving a presentation, closing a presentation

Using the drawing toolbar

- Reopening a presentation, moving a placeholder
- Adding an autoshape to a slide, adding text to an autoshape
- Printing slides

Creating a PowerPoint table

- Adding a PowerPoint table to a slide
- Formatting a PowerPoint table

Using the Microsoft clip organizer

- Inserting a clipart image into a slide
- Adding a text block to a slide

Using design templates

- Applying a design template to a presentation
- Modifying the colour scheme of slides, adding a footer to slides
- Modifying the slide master and title master

Creating speaker notes

- Entering text on a notes page
- Adding a header and footer to notes pages and handouts
- Using PowerPoint print options

Producing a slide show

- Running a slide show, changing the order of slides in a slide show
- Adding transition effects to slides

Other Recommended Courses

- PowerPoint 2002 Intermediate

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Please visit our website for current course dates: www.wwp.co.uk