



Microsoft PowerPoint (Introduction)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
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- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
MSPP01

Duration:

1 Full Day

Who should attend:

The skills and knowledge covered in this course are sufficient to create real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to create a presentation, add animations, run a slide show, and print and publish presentations. This course is primarily designed for people who need to know how to use Microsoft PowerPoint 2003 to create computer presentations. It is ideal for people who work in areas where presenting information is important.

Course Pre-requisites:

This course assumes no prior knowledge of Microsoft PowerPoint 2003. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft PowerPoint application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft PowerPoint Intermediate
- Microsoft PowerPoint Advanced
- Microsoft Office

Topics Covered:

PowerPoint 2003 Orientation

1. Starting PowerPoint
2. The PowerPoint Screen
3. Using Menu Commands
4. Using Keyboard Shortcuts
5. Using the Toolbars
6. Using Shortcut Menus
7. Understanding Settings
8. Exiting PowerPoint

Working with Presentations

1. Opening an Existing Presentation
2. Navigating a Presentation
3. Switching Between Views
4. Task Panes
5. Navigating Task Panes
6. Closing a Presentation
7. Returning To a Previous Presentation

Creating a Presentation

1. Designing a Presentation
2. Presentation Methods & Hardware
3. New Presentations
4. Creating a New Presentation
5. Adding Text Using the Outline Pane
6. Saving a Presentation
7. Adding Slides and Text
8. Previewing a Slide Show

Printing & Publishing

1. Printing & Publishing Options
2. Previewing & Printing Slides
3. Printing Handouts
4. Printing Notes Pages
5. Printing the Outline
6. Printing for Overhead Transparencies
7. Web Page Preview
8. Publish As Web Pages

Drawing Objects

1. Drawing Tools
2. Arrows and Lines
3. AutoShapes
4. Create a Flowchart
5. Adding Connectors to Flowcharts
6. Adding Text to Flowcharts
7. Editing a Grouped Object
8. Layering Objects

Slide Show Navigation

1. Slide Sorter View
2. Adding Speaker Notes
3. Creating a Summary Slide
4. Removing Slide Numbers
5. Hyperlinks
6. Internal Hyperlinks
7. Hyperlink to another Application
8. Presenting a Slide Show

Animation

1. Animation Schemes
2. Custom Text Animation
3. Applying Custom Text Animation
4. Custom Object Animation
5. Motion Paths
6. Animating Diagrams
7. Slide Transition

Clip Art

1. Inserting Clip Art
2. Re-Sizing Clip Art
3. Modifying Clip Art
4. Modifying Elements of Clip Art
5. Rotating Clip Art
6. Perusing Your Clips
7. Pasting from the Clipboard

General Computer Usage

1. The Help Task Pane
2. Searching For General Help
3. Searching For Specific Help
4. Understanding a Help Window
5. Disabling Online Content
6. Enabling Online Content
7. Displaying and Using the Office Assistant
8. Customising the Office Assistant
9. Disabling the Office Assistant