

Microsoft® Office PowerPoint 2003: Level 1

PowerPoint Training Course Content

Lesson 1: An Orientation to PowerPoint

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

Lesson 2: Beginning a Presentation

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

Lesson 3: Formatting Text Slides

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

Lesson 4: Adding Tables to a Presentation

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

Lesson 5: Charting Data

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

Lesson 6: Modifying Objects

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

Lesson 7: Adding Images to a Presentation

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

Lesson 8: Preparing to Deliver a Presentation

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

Microsoft® Office PowerPoint 2003: Level 2

PowerPoint Training Course Content

Lesson 1: Creating a Custom Design Template

- 1A: Define Design Template Characteristics
- 1B: Create a Custom Color Scheme
- 1C: Set Up a Slide Master
- 1D: Format Custom Bullets
- 1E: Add a Footer
- 1F: Modify the Notes Master
- 1G: Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

- 2A: Working with Organization Charts
- 2B: Update an Organization Chart
- 2C: Applying a Chart Layout
- 2D: Create a Diagram
- 2E: Draw a Flowchart

Lesson 3: Adding Special Effects

- 3A: Add Sound and Movies
- 3B: Add Animation
- 3C: Emphasize Objects
- 3D: Set a Motion Path
- 3E: Set the Order of Effects

Lesson 4: Creating Web Presentations

- 4A: Create a Group Home Page with the AutoContent Wizard
- 4B: Hyperlink to a Web Page
- 4C: Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

- 5A: Set Password Protection
- 5B: Work with Comments
- 5C: Send a Presentation for Review
- 5D: Merge Revision Copies
- 5E: Apply Reviewer Changes

Lesson 6: Delivering a Presentation

- 6A: Hyperlink Within PowerPoint
- 6B: Add an Action Button
- 6C: Set Up a Custom Show
- 6D: Annotate a Presentation
- 6E: Working with Narrations and Slide Timings
- 6F: Set Up a Slide Show to Repeat Automatically