



Airhouse Studios

Power Point 2003 Comprehensive

Course Aims

This extremely practical course introduces the delegate to PowerPoint. It will provide “hands on” experience of many of the features found in this product.

Course Outline

Fundamentals

Menus
Toolbars
The Taskbar
Help

Slides

Use Normal, Slide, Outline View
Use Slide Sorter View
Use Notes Pages View
Add Slides
Insert/Split Slides
Create a Summary Slide
Change a Slide Template
Change the Slide Setup
Apply a Colour Scheme
Use a Master Page
Apply Headers and Footers

Formatting

Format Text
Apply Text Effects
Change Alignment and Spacing
Apply Bullets and Picture Bullets
Apply Automatic Numbering
Use Undo and Redo
Use Cut, Copy and Paste
Apply Preset and Custom Animations

Presentations

Create a New Presentation
Use the AutoContent Wizard
Apply Templates
Open, Save and Close a Presentation
Spell Check a Presentation

Objects

Move and Resize Objects
Insert Organisation Charts
Insert/Crop/Recolour ClipArt
Insert Animated Clips
Insert Pictures from File
Insert Tables and Charts
Animate Charts
Draw on Slides
Use AutoShapes
Rotate and Arrange Objects
Change Colours and Lines
Use the Format Painter

Slide Show

Use Basic Slide Show Functions
Apply Action Buttons
Apply Slide Transition and Timings
Print Slides
Print Handouts

Target Audience

Intending, new or recent users of PowerPoint or any other presentation package.

Assumed Knowledge Delegates should be familiar with the Windows operating system