



Airhouse Studios

PowerPoint 2003 Introductory Course

Course Aims

This extremely practical course introduces the delegate to PowerPoint 2003. It will provide "hands on" experience of many of the features found in this product. By the end of the course, the user will be competent with the following skills:

Course Outline

Fundamentals

Menus
Toolbars
The Taskbar and Task Pane
Help
Preferences

Slides

Use Normal, Slide, Slide Show, Outline View
Use Slide Sorter View
Use Notes Pages View
Save, Open and Close Presentation
Exit PowerPoint

Presentations

Create a New Presentation
Use a Presentation Template
Add Headers and Footers
Add Slides
Change Slide Layout
Insert/Split Slides
Apply Design Templates
Create a Summary Slide

Formatting and Animation

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

Objects

Insert Organisation Charts
Move and Resize Objects
Insert ClipArt
Insert Pictures from File
Insert Tables and Charts
Animate Charts
Draw on Slides
Use AutoShapes
Change Colours and Lines
Use the Format Painter
Insert WordArt

Slide Formatting

Slide Design and Setup
Applying Colour Schemes
Spell Check the Presentation

Slide Show

Set up a Slide Show
Apply Slide Transitions
Run the Presentation
Print Slides and Presentations
Print Handouts
Change Colour Options
Change Presentation Formats

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Intending, new or recent users of PowerPoint 2003 or any other presentation package.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either through attending a Windows Introductory course or knowledge gained from their own experience. No knowledge of PowerPoint 2003 is expected.