

INTRODUCTION TO POWERPOINT 2003

SECTION 1: Getting Started

Lesson 1.1: Starting Out

What Is Microsoft PowerPoint 2003?
Opening Microsoft PowerPoint
Interacting With PowerPoint
Microsoft PowerPoint Screen Overview

Lesson 1.2: Slides

What Is A Slide?
Adding a Slide
Slide Types
Deleting a Slide
Cutting, Copying and Pasting Slides
Text Autofit

Lesson 1.3: Working With a Presentation

Saving a Presentation
Opening a Presentation
Closing a Presentation
Running a Presentation
Tips and Tricks
Using the Save as Command

Lesson 1.4: Managing Slides

The View Toolbar
Using Slide Sorter View
Using the Slides Tab
Using the Outline View

Lesson 1.5: Creating a Text Slide

Creating Text
Creating Multi Levels
Deleting Text
Selecting Text
Cutting, Copying and Pasting Text
Using the Format Painter
Using Find and Replace

Lesson 1.6: Getting Help in PowerPoint

Using the Help Menu
Using the Help Task Pane
Using the Office Assistant
Using the Type a Question Box
Getting Help in a Dialog Box

SECTION 2: Editing Slides

Lesson 2.1: Placeholders

Types of Placeholders
Resizing Placeholders
Moving a Placeholder
Deleting Placeholders

Lesson 2.2: Formatting a Slide

Add a Background Color
Add Gradient Fills
Add Textures or Pictures

SECTION 3: Adding Effects

Lesson 3.1: Formatting Text

- Adjusting Font Size
- Adjusting Font Type
- Adding Effects
- Changing Text's Color
- Changing Font's Case

Lesson 3.2: Formatting Text from the Fonts Dialog Box

- Opening the Fonts Dialog Box
- Using the Fonts Dialog Box

Lesson 3.3: Creating a Bulleted or Numbered List

- Adding Bullets
- Adding Numbers
- Removing Bullets and Numbers

Lesson 3.4: Using Paragraph Alignment

- Using Left, Right, Or Centre Alignment
- Using Justification
- Changing Text Direction

SECTION 4: Pictures, Clipart, Objects

Lesson 4.1: Pictures and Clipart

- Inserting Pictures and Cliparts
- Formatting Pictures and Cliparts
- Inserting Objects from Other Programs

SECTION 5: Organizing Your Data

Lesson 5.1: Creating and Working With Tables

- Inserting and Drawing Tables
- Inserting and Deleting Columns and Rows
- Working with Cells

Lesson 5.2: Constructing Table Layout

- Changing Your Border
- Shading and Fills
- Adding and Formatting Wordart

Lesson 5.3: Working With Charts and Graphs

- Creating Charts and Graphs
- Adding Titles and Data
- Legends and Labels

Lesson 5.4: Creating Customized Charts

- Choosing and Designing Your Chart Style
- Constructing 3-D Charts
- Editing Chart Axes
- Exhibiting Gridlines

SECTION 6: Printing and Viewing a Presentation

Lesson 6.1: Using Proofing Tools

Spell Check

Using Autocorrect

Set Your Language

Lesson 6.2: Transitions

Setting Transitions for Slides

Transition Options

Lesson 6.3: Using Print Preview

Opening Print Preview

Using the Print Preview Toolbar

Using the Print What Menu

Setting Options

Printing Your Presentation