

## PowerPoint 2003 - Level 1

Days of Training: 1

### Overview

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

### Prerequisites

Windows XP (New Version) - Level 1  
Windows XP (New Version) - Level 2

### Lesson 1: An Orientation to PowerPoint

- The PowerPoint Environment
- Orientation to Views
- Navigate Through a Presentation
- Edit Slide Text
- Save the Presentation
- Run a Slide Show

### Lesson 5: Charting Data

- Create a Column Chart
- Edit Chart Data
- Change Chart Type
- Insert a Chart from Microsoft Excel

### Lesson 2: Beginning a Presentation

- Create a New Presentation
- Change Background Color
- Add Slides to a Presentation
- Enter Text
- Create a Presentation from a Microsoft Word Outline

### Lesson 6: Modifying Objects

- Resize Objects
- Copy and Duplicate Objects
- Move Objects
- Changing Object Orientation
- Format Objects
- Group and Ungroup Objects
- Change the Order of Objects

### Lesson 3: Formatting Text Slides

- Apply Character Formats
- Align Text
- Change Line Spacing
- Change Indents

### Lesson 7: Adding Images to a Presentation

- Add Clip Art
- Add a Picture from a File
- Draw Lines and Shapes
- Insert WordArt

### Lesson 4: Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

### Lesson 8: Preparing to Deliver a Presentation

- Spell Check
- Arrange Slides
- Add Transitions
- Create Speaker Notes
- Send a Presentation to Microsoft Word
- Print the Presentation
- Package a Presentation for CD

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## PowerPoint 2003 - Level 2

Days of Training: 1

### Overview

In this course, students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

### Prerequisites

Windows XP (New Version) - Level 1  
PowerPoint 2003 - Level 1

### Lesson 1: Creating a Custom Design Template

- Define Design Template Characteristics
- Create a Custom Color Scheme
- Set Up a Slide Master
- Format Custom Bullets
- Add a Footer
- Modify the Notes Master
- Save a Custom Design Template

### Lesson 4: Creating Web Presentations

- Create a Group Home Page with the AutoContent Wizard
- Hyperlink to a Web Page
- Publish as a Web Page

### Lesson 2: Adding Organization Charts and Diagrams

- Working with Organization Charts
- Update an Organization Chart
- Applying a Chart Layout
- Create a Diagram
- Draw a Flowchart

### Lesson 5: Collaborating in PowerPoint

- Set Password Protection
- Work with Comments
- Send a Presentation for Review
- Merge Revision Copies
- Apply Reviewer Changes

### Lesson 3: Adding Special Effects

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path
- Set the Order of Effects

### Lesson 6: Delivering a Presentation

- Hyperlink Within PowerPoint
- Add an Action Button
- Set Up a Custom Show
- Annotate a Presentation
- Working with Narrations and Slide Timings
- Set Up a Slide Show to Repeat Automatically

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