

## Introduction to PowerPoint

PowerPoint 2003 is the presentation graphics software in the Microsoft 2003 Office Suite. This program allows you to create slide presentations using existing layouts and design templates. Clipart, animation and slide transitions also spice up the presentation. Upon completion of this course the student will know how to create a presentation from scratch.

### Course Length

8 hours

### Course Objectives

1. Know the PowerPoint work area, toolbars and slide views
2. Create a presentation from scratch
3. Insert and format text (bullets, font style and color)
4. Apply different slide layouts and design templates
5. Add clipart, photos, charts, AutoShapes, WordArt and hyperlinks to a presentation
6. Add animation to objects in the presentation
7. Choose slide transition styles for the presentation
8. Spell check and print the presentation in different layouts

### Course Lessons

- Examining What is PowerPoint
- Exploring the PowerPoint Window and Toolbars
- Beginning a Presentation
- Creating a Title Slide
- Adding a New Slide
- Choosing a Design Template
- Moving between Slides
- Adding a Text and Clip Art Slide
- Saving Your Work
- Viewing the Presentation in different Slide Views
- Adding Charts
- Adding AutoShapes, Animated GIF files, WordArt and Hyperlinks
- Applying Slide Transitions
- Animating Slides
- Spell Check and Printing
- Running the Slide Show

### Course Materials Supplied

- **Course Booklet**  
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Free CD**  
Contains Templates, Backgrounds, ClipArt and Word documents containing links to Free Internet Resources and more.

