



## **Microsoft® Office PowerPoint® 2003: Level 1**

### **Course Description**

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

### **Course Objective**

You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- manipulate an existing PowerPoint presentation.
- begin creating a presentation.
- format text slides.
- add tables to a presentation.
- chart data in a presentation.
- modify objects on slides.
- add images to a presentation.
- prepare to deliver a presentation.

### **Course Content**

#### **Lesson 1: An Orientation to PowerPoint**

Topic 1A: The PowerPoint Environment

Topic 1B: Orientation to Views

Topic 1C: Navigate Through a Presentation

Topic 1D: Edit Slide Text

Topic 1E: Save the Presentation

Topic 1F: Run a Slide Show

#### **Lesson 2: Beginning a Presentation**

Topic 2A: Create a New Presentation

Topic 2B: Change Background Color

Topic 2C: Add Slides to a Presentation

Topic 2D: Enter Text

Topic 2E: Create a Presentation from a Microsoft Word Outline

#### **Lesson 3: Formatting Text Slides**

Topic 3A: Apply Character Formats

Topic 3B: Align Text

Topic 3C: Change Line Spacing

Topic 3D: Change Indents

#### **Lesson 4: Adding Tables to a Presentation**

- Topic 4A: Create a Table
- Topic 4B: Format Tables
- Topic 4C: Insert a Table from Microsoft Word

**Lesson 5: Charting Data**

- Topic 5A: Create a Column Chart
- Topic 5B: Edit Chart Data
- Topic 5C: Change Chart Type
- Topic 5D: Insert a Chart from Microsoft Excel

**Lesson 6: Modifying Objects**

- Topic 6A: Resize Objects
- Topic 6B: Copy and Duplicate Objects
- Topic 6C: Move Objects
- Topic 6D: Changing Object Orientation
- Topic 6E: Format Objects
- Topic 6F: Group and Ungroup Objects
- Topic 6G: Change the Order of Objects

**Lesson 7: Adding Images to a Presentation**

- Topic 7A: Add Clip Art
- Topic 7B: Add a Picture from a File
- Topic 7C: Draw Lines and Shapes
- Topic 7D: Insert WordArt

**Lesson 8: Preparing to Deliver a Presentation**

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Create Speaker Notes
- Topic 8E: Send a Presentation to Microsoft Word
- Topic 8F: Print the Presentation
- Topic 8G: Package a Presentation for CD

**Appendix A: Microsoft Office Specialist Program**