



Introduction to PowerPoint 2003/2007

Course Outline

Duration: 1 Day

Parts of the Screen

What is PowerPoint?

Opening existing presentations
Navigation and Selection Techniques
Using Different Views
Playing a Slide Show

Creating a Presentation

Using the AutoContent Wizard
Creating a presentation from scratch
Planning your presentation

Working with Different Slides

Adding New Slides
Title Slides, Bullet Slides, 2 Column Text Slides, Chart Slides, Diagrams, Blank Slides
Changing a slide layout
Using Spell Check

Using AutoShapes

Drawing Proportional shapes
Copying and moving shapes
Flipping and rotating shapes
Aligning and distributing shapes
Grouping and ungrouping shapes
Formatting shapes
Creating 3-d Shapes

Working with Slides

Applying a Design Template
Working with Colour Schemes
Working with Font Schemes
Find and Replace Fonts
Rearranging Slide Order
Duplicating Slides
Deleting and hiding Slides

The Slide Master

Changing Design Templates with the Master
Applying a Logo to the Slide Master

Object Animation

Some Tips before you Animate
Animating Text
Animating Charts
Animating Diagrams and SmartArt
Animating AutoShapes using Motion Paths

Slide Animation

Slide Transitions
Where to use Slide Transitions
Applying and modifying Slide Transitions

Playing a Slide Show

Techniques for Playing a Slide Show
Using Keyboard Controls
Creating and removing annotations on Slides
Moving to a specific slide

Handouts and Speaker Notes

Creating Speaker Notes
Sending a presentation to Microsoft Word

Printing Options

Printing slides
Printing Handouts and Speaker Notes
Controlling print output

Preparing your Slide Show

Save As a Show...
Package a Presentation for CD

Using Shortcut Keystrokes