POWERPOINT 2003: LEVEL 1

Available Dates: **Request Dates**
Class Length: **1 day**
Cost: **$199**
Email Computer Visions about this class

Class Outline:

Description:

This course teaches the basic functions and features of PowerPoint 2003. Students will learn how to create presentations, rearrange and delete slides, use the Formatting toolbar, set tabs, and align text. They'll also learn how to work with objects, AutoShapes, text boxes, fill colors, WordArt, and other types of images. They'll create tables, apply a design template, work with slide masters, add headers and footers, and use PowerPoint's built-in proofing tools. Finally, they'll learn how to create links between presentations and save a presentation for Web delivery.

Course Length: One day

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Appendix A: Microsoft Office Specialist exam objectives map
Topic A: Comprehensive exam objectives

Objectives:
Explore the PowerPoint environment; use Help options; and close a presentation and PowerPoint.

Create a new presentation; add new slides to it; save and update changes; work in the Outline tab to rearrange bullets; rearrange and delete slides; and insert slides from another presentation.

Use the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands; examine the ruler; set tabs; and align text.

Create objects by using the Drawing toolbar; duplicate, move, resize, delete, align, and connect objects; add AutoShapes to a slide; edit AutoShapes, and align them by using grids and guides; add text to objects; draw text boxes; and use fill color options.

Use the WordArt toolbar to make the text in a presentation more appealing; use the Select Picture dialog box; explore clip art on the Web; insert images; and use the color, brightness, and contrast controls on the Picture toolbar.