



## Microsoft Office PowerPoint 2003: Level 1

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### 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.

**Target Student:** This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

**Prerequisites:** To ensure your success, we recommend you first take one of the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows XP Professional: Levels 1 and 2
- Windows 2000: Introduction

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

### 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**