

Course Specifications

Microsoft PowerPoint 2003 Module I

Course number:

Course length: 1 day

Prerequisites

This course assumes a basic knowledge of the Microsoft Windows operating environment and the fundamental skills validated by the Internet and Computing Core Certification (IC3).

Registration:

CAD & Facilities Services, Inc.
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Microsoft PowerPoint 2003 Module I

PowerPoint Module I provides competency in creating and modifying presentations; using proofing tools; inserting and modifying objects, WordArt, clip art and organization charts; creating and inserting charts and tables; and inserting multimedia elements

Topics

Lesson 1: Getting Started with PowerPoint

- Introduction to PowerPoint
- Starting PowerPoint and Exploring the PowerPoint Environment
- Exploring Toolbars
- Exploring Menus
- Opening an Existing Presentation
- Displaying Slide Views
- Navigating Presentations
- Quitting PowerPoint

Lesson 2: Creating Presentations

- Creating Presentations Manually
- Inserting Text in Presentations
- Adding Slides
- Saving Presentations for the First Time
- Saving Presentations in New Folders
- Creating Presentations Using Templates
- Creating Presentations Using the AutoContent Wizard

Lesson 3: Modifying Presentations

- Modifying Existing Presentations
- Adding New Slides to an Existing Presentation
- Rearranging, Copying and Deleting Slides
- Modifying Text
- Selecting Text
- Adding and Deleting Text
- Copying and Moving Text
- Finding and Replacing Text
- Importing Text from Microsoft Word
- Formatting Text

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Lesson 4: Using Proofing Tools

Overview of Proofing Tools
Checking Spelling
Using Spelling-Checker Options
Checking for Style Consistency
Using AutoCorrect and AutoFormat
Checking Word Usage

Lesson 5: Inserting and Modifying Objects

Introduction to Objects
Displaying Guides and the Grid
Drawing and Modifying Objects
Inserting and Modifying AutoShapes
Inserting and Modifying Text Boxes
Inserting and Modifying Diagrams

Lesson 6: Using WordArt, Clip Art and Organization Charts

Inserting and Modifying WordArt
Inserting and Modifying Clip Art
Inserting and Modifying Organization Charts

Lesson 7: Creating and Inserting Charts and Tables

Charts and Tables
Creating and Modifying Charts
Creating and Modifying Tables
Inserting Objects from Other Applications
Inserting and Modifying Excel Charts
Inserting and Modifying Word Tables

Lesson 8: Inserting Multimedia Elements

Inserting Multimedia Elements
Inserting Motion Clips
Inserting Sound Clips
Inserting Pictures