

## Get Started Here

Microsoft PowerPoint is one of the world's most popular presentation graphics programs. It is ideal for slides and presentations.

One-on-One Personal Computer Training provides a comprehensive introduction to PowerPoint 2003 and will enable the student to become productive with the product.

## Learning Outcomes

This course is designed for people who are new to presentation graphics. It covers the essential features people need in day-to-day use of PowerPoint.

At the end of the course, the student will be able to:

- ☞ Understand the purpose of presentation graphics
- ☞ Create, edit, format and print a presentation
- ☞ Open, close and save presentation files
- ☞ Work with PowerPoint's views and screen features such as toolbars, shortcut menus and zoom
- ☞ Use Help and the Office Assistant
- ☞ Save time with features such as the AutoContent, AutoFit, Wizard, Format Painter and templates
- ☞ Include graphs, drawings, clip art and organisation charts
- ☞ Run slide shows including transition effects and animation
- ☞ Improve the appearance of a presentation
- ☞ Increase productivity with PowerPoint

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson

# Introduction to PowerPoint 2003 for Windows

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## Contents

### Level 1

- ☞ Introduction to presentation graphics
- ☞ Starting and leaving PowerPoint
- ☞ Working with each of PowerPoint's views
- ☞ Screen elements, shortcut menus, toolbars, zoom, Help
- ☞ Creating a new presentation, adding slides and the AutoContent Wizard
- ☞ Opening, saving and closing a presentation
- ☞ Working with text
- ☞ Editing and formatting a presentation
- ☞ Changing the slide layout and selecting a template
- ☞ Slide setup, printing and the spelling checker
- ☞ Drawing simple objects, AutoShapes and clip art

### Level 2

- ☞ Paragraph formatting features such as indentation, tabs, bullets, numbering, alignment and spacing
- ☞ Format Painter
- ☞ Colours, lines, patterns and shading
- ☞ Colour schemes and background colours
- ☞ Editing the Slide Master
- ☞ Slide shows including transitions, timings, animation effects, the Slide Navigator and hidden slides
- ☞ Graph concepts, terminology, data sheets and chart types
- ☞ Editing and formatting graphs
- ☞ Notes pages, headers and footers
- ☞ Organisation charts
- ☞ Editing graphics objects and clip art
- ☞ Hyperlinks and creating a web page
- ☞ Design tips
- ☞ Prepare Presentations for Remote Delivery
- ☞ Export a Presentation to another Microsoft Office Program
- ☞ Compare and Merge Presentations

## Prerequisites

Students should already be familiar with PCs and Windows.

## Enquiries

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