

Course Syllabus: Microsoft PowerPoint 2003 Introduction

PowerPoint 2003 Fundamentals

Starting PowerPoint
What's New in PowerPoint 2003?
Understanding the PowerPoint Program Screen
Using Menus
Using Toolbars and Creating a New Presentation
Filling Out Dialog Boxes
Keystroke and Right Mouse Button Shortcuts
Opening a Presentation
Saving and Closing a Presentation and Exiting PowerPoint
Creating a New Presentation with the AutoContent Wizard
Creating a Blank Presentation and Creating a Presentation from a Template
Moving Around in Your Presentations
Viewing Your Presentation
Printing Your Presentation
Getting Help
Changing the Office Assistant and Using the "What's This" Button

Editing a Presentation

Inserting Slides and Text
Using the Outline Pane
Editing Text
Selecting, Replacing, and Deleting Text
Cutting, Copying, and Pasting Text
Using Undo, Redo, and Repeat
Checking Your Spelling
Finding and Replacing Information
Viewing a Presentation's Outline
Rearranging a Presentation's Outline
Inserting Symbols and Special Characters
Working in Slide Sorter View
Adding Notes to Your Slides
Working with Multiple Windows
Collecting and Pasting Multiple Items
File Management
Understanding Smart Tags
Recovering Your Presentations

Formatting Your Presentation

Formatting Fonts with the Formatting Toolbar
Advanced Font Formatting with Font Dialog Box
Using the Format Painter
Applying a Template's Formatting
Using the Slide Master
Choosing a Color Scheme
Changing the Background of Your Slides
Working with Bulleted and Numbered Lists
Changing Paragraph Alignment and Line Spacing
Adding Headers and Footers
Working with Tabs and Indents
Changing the Page Setup

Drawing and Working with Graphics

Drawing on Your Slides
Adding, Arranging, and Formatting Text Boxes
Selecting, Resizing, Moving, and Deleting Objects
Formatting Objects
Inserting Clipart
Inserting and Formatting Pictures
Aligning and Grouping Objects
Drawing AutoShapes
Flipping and Rotating Objects
Layering Objects
Applying Shadows and 3-D Effects

Working with Tables and WordArt

Creating a Table

Working with a Table

Adjusting Column Width and Row Height

Inserting and Deleting Rows and Columns

Adding Borders to a Table

Adding Shading and Fills

Inserting a WordArt Object

Formatting a WordArt Object