

## Course Specifications

Course Length: 1 day  
Prerequisites: Basic knowledge of Windows.  
Course Cost: \$160.00

## What's in PowerPoint, Lesson I:

In *PowerPoint, Lesson I*, students are introduced to the basic operation of a presentations program using Microsoft PowerPoint 2000. Students will create and edit slides, create and edit graphs and charts, save close and open slide shows, create a presentation, view the presentation and more.

## Course Content

### **Lesson 1:**

#### **Introduction**

##### Overview

- What is a Presentation Manager
- What is PowerPoint2000

##### Creating a Presentation

- Some Considerations
- Looking at the PowerPoint Screen
- Using Toolbars
- Saving a Presentation
- Closing a Presentation
- Opening a Presentation
- View Options

##### Creating a New Presentation

- Using the AutoContent Wizard
- Creating from a Predefined Presentation
- Using a Design Template
- Adding and Editing Text

##### Using the Outline Pane

### **Lesson 2:**

#### **Working with Slides**

##### Adding and Deleting Slides

- Adding Slides
- Moving Between Slides
- Deleting Slides

##### Selecting Objects

- Selecting Text
- Manipulating Text

##### Formatting Text

- Using the Font Command
- Using the Formatting Toolbar
- Changing Case

##### Changing Text Alignment

- Using the Alignment Command

### **Lesson 2: (Continued)**

#### **Working with Slides**

##### Entering Bulleted Information

##### Using the Bulleted List Slide

- Using the Bullets and Numbering Command

##### Setting Tabs and Indents

- Setting & Adjusting Tabs
- Setting and Adjusting Indenting

##### Creating a Text Box

##### Selecting and Editing a Master

##### Inserting Headers and Footers

##### Changing Slide Order

##### Changing Slide Layout and Design

##### Changing Slide Design

##### The Proofing Tools

- Checking the Spelling
  - Using Automatic Spelling
- ##### Using Find and Replace
- Finding Text
  - Replacing Text

### **Lesson 3:**

#### **Working with Visual Elements**

##### Creating Objects

- Using the Text Box Tool
- Using the Line Tool
- Using the Rectangle Tool
- Using the Oval Tool
- Using the Arrow Tool

##### Using the AutoShapes Menu

- Drawing Curves
- Drawing Freehand
- Drawing Shapes

##### Editing and Adjusting Objects

## Lesson 3: ( Continued)

### Working with Visual Elements

Arranging Objects

Layering Objects

Enhancing Objects

- Changing the Line Style
- Changing the Dash Style
- Changing the Line Color
- Changing the Arrow Style
- Changing the Fill Color
- Adding Shadows
- Creating a 3-D Effect

Using the AutoShape Command

Using the Format Painter

Customizing Your Slides

- Customizing the Slide Background
- Changing the Color Scheme

Apply a Template from Another Presentation

## Lesson 4:

### Working with Graphics and Tables

Adding Graphics

- Inserting Graphics from Other Sources
- Using the Picture Toolbar
- Adding Text to a Graphic

Using WordArt

Creating and Using Tables

- Inserting a Table
- Using the Draw Table Feature

Using a Table Slide

Importing Text from Word

Copying Slides from Another Presentation

## Lesson 5:

### Bringing It All Together

Animating Objects

Customizing the Animation

Rearranging the Slides

Printing the Presentation

Creating Notes and Handouts

Adding Special Effects

- Creating Build Slides
- Applying Slide Transitions
- Determining Slide Timings

Viewing the Slide Show

- Setting Up the Slide Show
- Viewing the Slide Show
- Starting a Show from a Specific Slide

Using the Annotation Pen

Customizing the Pen

## Lesson 6:

### Delivering the Presentation

Interactive Presentations

- Navigating Tools
- Hidden Slides
- Using the Meeting Minder

Hyperlinks

Using the Pack and Go Wizard

Viewing the Packaged Presentation

Creating Web Pages

Sending a Presentation in an E-mail