

Microsoft Office PowerPoint 2003

Module 1

- 1.1 Getting Started with PowerPoint
- Lab - Starting PowerPoint 2003
- Lab - Open and Save a Presentation
- Lab - Workspace Views
- Lab - Insert a New Slide
- Lab - Rearrange Slides

Module 2

- 1.2 Working with Slide Text
- 1.3 Adding Text
- 1.4 Formatting Text
- 1.5 Bullets and Numbering
- 1.6 Using Indents
- 1.7 Using Tabs
- Lab - Add a Text Box
- Lab - Format Text
- Lab - Text Alignment and line Spacing
- Lab - Bullets and Numbering
- Lab - Use Indent Markers
- Lab - Work with Tabs

Module 3

- 1.8 Presentation Editing Tools
- 1.9 Changing Case
- Lab - Find and Replace

Module 4

- 1.10 Using the Outline View
- 1.11 Summary
- Lab - Use the Outline View

Module 5

- 1.1 Changing Color Schemes
- Lab - Change Slide Background Color

Lab - Change Slide Color Scheme

Module 6

1.2 Using Clip Art

1.3 Inserting Images

Lab - Insert Clipart

Lab - Insert an Image

Module 7

1.4 Drawing Tools

1.5 Advanced Shape Tools

1.6 Grouping and Ungrouping

1.7 Grid Control and Format Painter

Lab - Draw Shapes

Lab - Use Drawing Tools

Lab - More Drawing Tools

Module 8

1.8 Inserting Objects

1.9 PowerPoint Charts

1.10 Inserting Tables

1.11 Diagramming Tools

Lab - Insert WordArt

Lab - Insert a Chart

Lab - Insert a Table

Module 9

1.12 Using Sound and Video

1.13 Inserting Video

Lab - Insert a Sound

Module 10

1.14 Animating Slide Elements

1.15 Custom Animation Effects

Lab - Animate Slide Elements

1.16 Summary

Module 11

1.1 Templates

1.2 Using Design Templates

1.3 Slide Master

1.4 Autocontent Wizard
Lab - Change the Master Slide
Lab - Apply a Design Template
Lab - AutoContent Wizard

Module 12

1.5 Slide transition and timing
1.6 Using advance Slide
Lab - Slide Transition Effect
Lab - Slide Transition Timing
Lab - Rehearse Slide Timing

Module 13

1.7 Exporting to Office Programs
1.8 Collaborations Tools
Lab - Export MS Word
Lab - Use Collaboration Tools

Module 14

1.9 Distributing Presentations
1.10 Printing Presentations
1.11 Handouts and Outlines
Lab - Package a Presentation
Lab - Print Handouts

Module 15

1.12 Delivering a Presentation
1.13 Custom Slide Shows
1.14 Hyperlinks
Lab - Deliver a Presentation
Lab - Add Hyperlinks

Module 16

1.15 Publishing on the Web
Lab - Save as Web Page
1.16 Summary