

# ***Training Course Specification***

## **Course: Microsoft PowerPoint XP 2002 Level 1; Introduction**

### **Duration: One-Day**

- COURSE OBJECTIVES:**
- Create and edit simple presentations
  - Enhance presentations by formatting
  - Use the drawing tools to create and edit logos & pictures
  - Insert objects
  - Apply Slide design
  - Set-up presentations for printing purposes
  - Create and automate screen shows

**WHO SHOULD ATTEND:** PowerPoint XP is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

**EXPERIENCE NEEDED:** Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000

### **COURSE CONTENT**

#### **1: POWERPOINT BASICS**

FOREWORD  
GETTING STARTED WITH POWERPOINT XP  
STARTING POWERPOINT  
OPENING AN EXISTING PRESENTATION  
IDENTIFYING ELEMENTS OF THE POWERPOINT WINDOW  
MOVING BETWEEN SLIDES  
USING POWERPOINT HELP  
USING THE OFFICE ASSISTANT  
USING THE HELP TOPICS INDEX  
USING WHAT'S THIS?  
CHANGING POWERPOINT VIEWS  
CHANGING THE ZOOM LEVEL  
VIEWING THE PRESENTATION IN OUTLINE VIEW  
VIEWING THE PRESENTATION IN SLIDE SORTER VIEW  
ENDING A POWERPOINT SESSION  
CLOSING A PRESENTATION  
SELF-CHECK EXERCISE

#### **2: CREATING A PRESENTATION**

IMPORTANT NOTE; THE TASK PANE AND PANELS  
BEGINNING A NEW PRESENTATION  
USING THE AUTOCONTENT WIZARD TO BEGIN A NEW PRESENTATION  
USING A TEMPLATE TO BEGIN A NEW PRESENTATION  
ADDING TEXT AND SLIDES  
ADDING A NEW SLIDE IN NORMAL VIEW  
ENTERING TEXT IN A BULLETED LIST  
ADDING SLIDES AND TEXT IN OUTLINE VIEW  
USING AUTOCORRECT  
USING THE UNDO AND REDO COMMANDS  
USING FIND AND REPLACE  
DELETING SLIDES  
SELF-CHECK EXERCISE

### **3: ENHANCING A PRESENTATION**

CHANGING TEXT APPEARANCE  
CHANGING THE FONT SIZE  
APPLYING FONT STYLES AND EFFECTS  
CHANGING TEXT COLOUR  
ALIGNING TEXT  
ADJUSTING LINE SPACING  
USING THE RULERS  
CHANGING SLIDE SEQUENCE  
REARRANGING SLIDES IN OUTLINE VIEW  
CREATING NOTES PAGES AND HANDOUTS  
FORMATTING HANDOUTS  
PRINTING NOTES PAGES AND HANDOUTS  
CHECKING YOUR WORK  
SELF-CHECK EXERCISE

### **4: ADDING VISUAL INTEREST**

DRAWING OBJECTS  
DRAWING AUTOSHAPES  
DRAWING RECTANGLES AND SQUARES  
DRAWING ELLIPSES AND CIRCLES  
DRAWING STRAIGHT AND CURVED LINES  
SELECTING AND DESELECTING OBJECTS  
DUPLICATING AN OBJECT  
EDITING OBJECTS  
CHANGING LINE COLOURS AND APPLYING SHADOWS  
CHANGING THE LINE STYLE AND THE DASH STYLE  
MOVING OBJECTS  
RESIZING OBJECTS  
ADDING OBJECT TEXT AND CLIP ART  
ADDING CLIP ART TO A SLIDE  
SELF-CHECK EXERCISE

### **5: MANAGING YOUR PRESENTATION**

WORKING WITH MASTERS  
ADDING GRAPHICS TO THE SLIDE AND TITLE  
MASTER  
MODIFYING THE NOTES MASTER  
PRINTING YOUR PRESENTATION  
VIEWING AND PRINTING A PRESENTATION IN  
BLACK AND WHITE  
DISPLAYING A SLIDE SHOW  
ADDING SLIDE SHOW TRANSITIONS  
USING THE PACK AND GO WIZARD  
SELF-CHECK EXERCISE

### **APPENDIX A: WHAT'S NEW IN POWERPOINT XP?**

APPENDIX A; WHAT'S NEW IN POWERPOINT?  
CLIP ORGANIZER OR 'CLIPBOARD'  
DIAGRAMS  
EDITING DIAGRAMS  
SAVE AS PICTURE  
CUSTOM ANIMATION

### **APPENDIX B: WHAT'S NEW IN OFFICE XP?**

APPENDIX B; WHAT'S NEW IN OFFICE XP?  
SMART TAGS  
AUTOCORRECT OPTIONS  
OFFICE XP CLIPBOARD  
OTHER NEW FEATURES IN OFFICE XP

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