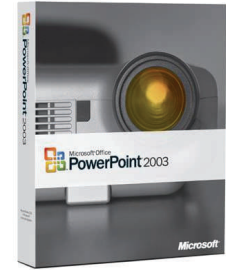




PowerPoint Beginning

Course Outline



Course Synopsis:

Getting Started with Presentation Basics – Creating a Slide Presentation; Orientation to Views; Drawing Tools; Bulleted Slide; Organization Chart Slide; Graph Slides; Inserting Clip Art; Running the Slide Show

Who Should Attend:

Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of PowerPoint 2003 in action.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.

What You Will Learn:

- The PowerPoint Environment
- Orientation to Views
- Navigate Through a Presentation
- Edit Slide Text
- Run a Slide Show
- Create a New Presentation
- Change Background Color
- Add Slides to a Presentation
- Enter Text and Much more.

Time:

Class time is 9:00 a.m.- 4:00 p.m.
Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.

Location:

401 Lewis Hargett Cir.
Suite #120
Lexington, KY 40503

Related Courses:

Goals:

Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.

Registration:

You can register over the phone or online by emailing Rebecca Williams at
rebeccawilliams@cts-ky.com
or
859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

The 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 Help 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
- 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

Drawing and Working with Graphics

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

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 & Indents
- Changing Page Setup