

Course ID

**M-PWRPT03L1**

Course Duration

**1 day**

Course Title

**Microsoft Office PowerPoint 2003: Level 1**

**Related Courses**

- Microsoft Office PowerPoint 2003: Level 2 (M-PWRPT03L2, 1 day)

**Aimed At**

Those who wish to learn how to create and modify basic presentation using Microsoft® PowerPoint® 2003 as well those preparing for the Microsoft Office Specialist certification in PowerPoint 2003.

**Group Size**

5-15

**Prerequisites**

- Windows XP Professional: Level 2 ( M-WINXPL2, 1 day)

Knowledge of MS Word will be helpful though not required.

**Course in a Nutshell**

This course, the first of our two courses on Microsoft® Office PowerPoint® 2003, will help you create and make basic presentations using Power Point. You will begin by learning how to create, format, and modify presentations. You will also learn how to enhance your presentations with charts, tables, images, and objects. Finally, we'll show you to how to add notes and transition to your presentations and deliver them using Power Point in front of a live audience.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

**Customize It!**

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

**Learn How To**

Upon successful completion of this course, students will be able to:

- Manipulate an existing PowerPoint presentation.
- Begin creating a presentation.
- Format text slides.
- Add tables to a presentation.
- Chart data in a presentation.
- Modify objects on slides.
- Add images to a presentation.
- Prepare to deliver a presentation.

**Course  
Outline**

**Lesson 1: An Orientation to PowerPoint**

- Topic 1A: The PowerPoint Environment
- Topic 1B: Orientation to Views
- Topic 1C: Navigate Through a Presentation
- Topic 1D: Edit Slide Text
- Topic 1E: Save the Presentation
- Topic 1F: Run a Slide Show

**Lesson 2: Beginning a Presentation**

- Topic 2A: Create a New Presentation
- Topic 2B: Change Background Color
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Enter Text
- Topic 2E: Create a Presentation from a Microsoft Word Outline

**Lesson 3: Formatting Text Slides**

- Topic 3A: Apply Character Formats
- Topic 3B: Align Text
- Topic 3C: Change Line Spacing
- Topic 3D: Change Indents

**Lesson 4: Adding Tables to a Presentation**

- Topic 4A: Create a Table
- Topic 4B: Format Tables
- Topic 4C: Insert a Table from Microsoft Word

**Lesson 5: Charting Data**

- Topic 5A: Create a Column Chart
- Topic 5B: Edit Chart Data
- Topic 5C: Change Chart Type
- Topic 5D: Insert a Chart from Microsoft Excel

**Lesson 6: Modifying Objects**

- Topic 6A: Resize Objects
- Topic 6B: Copy and Duplicate Objects
- Topic 6C: Move Objects
- Topic 6D: Changing Object Orientation
- Topic 6E: Format Objects
- Topic 6F: Group and Ungroup Objects
- Topic 6G: Change the Order of Objects

### **Lesson 7: Adding Images to a Presentation**

- Topic 7A: Add Clip Art
- Topic 7B: Add a Picture from a File
- Topic 7C: Draw Lines and Shapes
- Topic 7D: Insert WordArt

### **Lesson 8: Preparing to Deliver a Presentation**

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Create Speaker Notes
- Topic 8E: Send a Presentation to Microsoft Word
- Topic 8F: Print the Presentation
- Topic 8G: Package a Presentation for CD

### **Wrap-up**

- Microsoft Office Specialist Program
- Recap, Q/A, and Evaluations

## **Lab Requirements**

### **Hardware Requirements**

This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

### **Platform and Software Requirements**

- Windows
- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3.
- Microsoft® Office Professional Enterprise Edition 2003.

**How You Will Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

*Revised*

*August 13, 2006*