

Title:

Microsoft PowerPoint Level 1

Application

Microsoft PowerPoint

Competency

NULL

ISBN

1 74007 595 1

Duration (hrs)

8

Description

The skills and knowledge covered in this publication are sufficient to create real-world presentations for sales; budgets; clubs; and more. In this course you will learn how to create a presentation; add animations; run a slide show; and print and publish presentations. This publication is primarily designed for people who need to know how to use Microsoft PowerPoint to create computer presentations

Microsoft PowerPoint 2002

Level 1

The skills and knowledge covered in this publication are sufficient to create real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to create a presentation, add animations, run a slide show, and print and publish presentations.

At the completion of this courseware participants will be able to:

- start and navigate around PowerPoint
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- create a presentation
- insert and modify clip art in your presentation
- use various drawing objects to create simple drawings
- create animations in a presentation
- navigate slide shows in PowerPoint
- use a range of printing techniques and view your presentation as web pages
- access and use the help system and work safely with your computer.

This publication is primarily designed for people who need to know how to use Microsoft PowerPoint 2002 to create computer presentations. It is ideal for people who work in areas where presenting information is important.

This publication assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

95 pages

Level 1

Contents**PowerPoint 2002 Orientation**

1. Starting PowerPoint
2. The PowerPoint Screen
3. Using Menu Commands

4. Using Keyboard Shortcuts
5. Using The Toolbars
6. Using ShortCut Menus
7. Understanding Settings
8. Exiting PowerPoint

Working With Presentations

1. Opening An Existing Presentation
2. Navigating A Presentation
3. Switching Between Views
4. Task Panes
5. Navigating Task Panes
6. Closing A Presentation
7. Returning To A Previous Presentation

Creating A Presentation

1. Designing A Presentation
2. Presentation Methods & Hardware
3. New Presentations
4. Creating A New Presentation
5. Adding Text Using The Outline Pane
6. Saving A Presentation
7. Adding Slides And Text
8. Previewing A Slide Show

Clip Art

1. Inserting Clip Art
2. Re-Sizing Clip Art
3. Modifying Clip Art
4. Modifying Elements Of Clip Art
5. Rotating Clip Art
6. Perusing Your Clips
7. Pasting From The Clipboard

Drawing Objects

1. Drawing Tools
2. Arrows And Lines
3. AutoShapes
4. Create A Flowchart
5. Adding Connectors To Flowcharts
6. Adding Text To Flowcharts
7. Editing A Grouped Object
8. Layering Objects

Animation

1. Animation Schemes
2. Custom Text Animation
3. Applying Custom Text Animation
4. Custom Object Animation
5. Motion Paths
6. Animating Diagrams
7. Slide Transition

Slide Show Navigation

1. Slide Sorter View
2. Adding Speaker Notes
3. Creating A Summary Slide
4. Removing Slide Numbers
5. Hyperlinks
6. Internal Hyperlinks
7. Hyperlink To Another

Application

8. Presenting A Slide Show

Printing & Publishing

1. Printing & Publishing Options

2. Previewing & Printing Slides

3. Printing Handouts

4. Printing Notes Pages

5. Printing The Outline

6. Printing For Overhead

Transparencies

7. Web Page Preview

8. Publish As Web Pages

General Computer Usage

1. Obtaining Help - Sources In

Print Form

2. Displaying The Office

Assistant

3. Using The Office Assistant

4. Disabling The Office Assistant

5. Using Help Contents -

PowerPoint 2002

6. Using The Answer Wizard -

PowerPoint 2002

7. Using The Help Index -

PowerPoint 2002.