

# MOS PowerPoint 2003

## Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office PowerPoint 2003 certification exam.

## Pre-requisites

An understanding of Windows, MS PowerPoint 2000/2002 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

### Module 1. Using Basic Presentation Skills

- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
- Creating a New Presentation
- Opening an Existing Presentation
- Adding a New Slide
- Creating a New Folder
- Renaming an Existing Presentation
- Labs - Using Basic Presentation Skills

### Module 2. Working with Presentations

- Using a Design Template
- Using the AutoContent Wizard
- Navigating Slides
- Changing the Magnification
- Switching Views
- Creating Speaker Notes
- Changing the Slide Layout
- Changing the Design Template
- Labs - Working with Presentations

### Module 3. Using the Outline Tab

- Working with the Outline Tab
- Creating a Bulleted List
- Collapsing and Expanding Slides
- Demoting and Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides from the Outline Tab
- Rearranging Slides in the Outline Tab
- Labs - Creating a Summary Slide

### Module 4. Formatting Presentation Text

- Formatting Text
- Changing an Existing Font
- Modifying the Font Size
- Changing Font Style and Effect
- Changing the Font Color
- Using the Font Dialog Box
- Using the Format Painter
- Changing Text Alignment
- Setting Tab Stops
- Modifying Paragraph Spacing
- Using the AutoFit Options Button
- Setting Style Check Options
- Labs - Formatting Presentation Text

### Module 5. Formatting Bullets and Numbers

- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers
- Customizing Bullets and Numbers
- Labs - Formatting Bullets and Numbers

### Module 6. Editing Presentation Masters

- Working with the Slide Master

- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Inserting a New Design Master
- Applying Multiple Masters
- Preserving a Slide Master
- Changing a Font for a Presentation
- Labs - Editing Presentation Masters

### Module 7. Using Graphic Images

- Working with Graphics
- Using the Insert Clip Art Task Pane
- Using Slide Layouts
- Inserting a Picture
- Cropping a Picture
- Moving a Graphic
- Resizing a Graphic
- Formatting a Graphic
- Recoloring Clip Art Images
- Inserting Clips with Clip Organizer
- Organizing Clips
- Labs - Using Graphic Images

### Module 8. Using Slide Sorter View

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View
- Labs - Using Slide Sorter View

### Module 9. Using Slide Show View

- Running a Slide Show
- Navigating a Slide Show
- Setting Slide Transitions
- Adding Speaker Notes
- Using the Pen to Annotate
- Changing the Pen Color
- Adding Action Items
- Labs - Using Slide Show View

### Module 10. Working with Drawing Objects

- Using the Drawing Toolbar
- Drawing an Enclosed Object
- Displaying the Drawing Guides and Grid
- Changing the Fill Color of an Object
- Applying a Fill Effect
- Applying 3D and Shadow Styles
- Drawing a Line
- Formatting Lines
- Creating a Text Box
- Drawing an AutoShape
- Rotating an Object
- Flipping an Object
- Ordering Stacked Objects
- Aligning Objects

# MOS PowerPoint 2003

- Grouping Objects
- Labs - Working with Drawing Objects

## Module 11. Creating Basic Charts

- Using Charts in Presentations
- Creating a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Labs - Creating Basic Charts

## Module 12. Editing and Importing Charts

- Editing Charts
- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3D View of a Chart
- Dragging to Adjust a 3D Chart
- Exploding a Pie Chart
- Selecting Chart Options
- Importing an Excel Chart
- Labs - Editing and Importing Charts

## Module 13. Using Tables

- Creating a PowerPoint Table
- Inserting a Word Table
- Editing a Word Table
- Using Table AutoFormat
- Working with UserDefined Table Styles
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Linking a Word Table
- Labs - Using Tables

## Module 14. Adding Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Labs - Adding Special Effects

## Module 15. Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings
- Labs - Setting Up the Slide Show

## Module 16. Printing

- Printing Presentations

- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides
- Printing Speaker Notes
- Printing Outlines
- Printing Handouts
- Creating Headers and Footers
- Labs - Printing

## Module 17. Expanding a Slide Show

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action Button
- Jumping to Another Presentation
- Using the Slide Finder
- Creating a Summary SlideSlide Sorter
- Creating an Agenda Slide
- Labs - Expanding a Slide Show

## Module 18. Customizing Presentations

- Working with Custom Presentations
- Applying a Color Scheme
- Customizing a Color Scheme
- Customizing the Slide Background
- Saving a Custom Template
- Deleting a Custom Template
- Applying an Existing Template
- Labs - Customizing Presentations

## Module 19. Presenting to a Wider Audience

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Assigning a Password
- Removing a Password
- Using the Pack and Go Wizard
- Using the PowerPoint Viewer
- Using Meeting Minder
- Previewing a Presentation as a Web Page
- Formatting a Presentation for the Web
- Labs - Presenting to a Wider Audience

## Module 20. Collaborating on a Presentation

- Sending a Presentation for Review
- Reviewing a Presentation
- Combining Reviewed Presentations
- Reviewing Merged Changes
- Applying Reviewer Changes
- Ending a Review
- Printing Reviewer Comments
- Labs - Collaborating on a Presentation