

Microsoft PowerPoint 2002

Course Level : Introduction

Course Duration : 2 days

Prerequisites : A working knowledge of Windows 95/98/NT4 is required.



- Using the Tools
 - Rectangle, Oval
 - AutoShapes, Lines and arrows
 - Format Painter
- Working with objects
 - Select
 - Move, Resize and Reshape
 - Rotate and Flip
- Pattern Fills and Lines
- Inserting Clipart

▼ Course Content

- Course Objectives
- What is PowerPoint?
- Loading PowerPoint
- Discussing some terminology
 - Choose
 - Dimmed
 - Select
 - Unselect
- Using Help
 - Contents and Index
 - What's this?
 - Office Assistant
- The PowerPoint Screen
 - Title Bar
 - Menu Bar
 - Toolbar
 - The Power Bar
 - Scroll Bars
 - The Tool Palette
- Creating a Presentation
 - Using the Outliner
 - Using a Wizard
 - Using a Template
 - Selecting a Layout
 - The Slide Sorter
- Saving the presentation
 - using the menu and mouse
 - using the menu and keyboard
 - using the toolbar
 - using shortcut keys
 - the Save dialog box
 - The differences between Save and Save As
 - The Places bar
- Files and filenames

- Importing Graphics
- Overlaying Text
- Working with text blocks
 - Creating & Editing
 - Moving, resizing
 - Changing attributes
- Creating Organisation Charts
- Creating Speaker Notes
- Running a slide show
 - Slide Transition
 - Slide Build
 - Rehearse Slide Timings
- Printing the presentation
 - Slides, handouts
 - Speaker Notes
 - Full page
 - Page Setup
 - Outline
- TaskPaines
 - New Document Task Paine
 - Clipboard task Paine
 - Clipart Task Paine
 - Slide Layout Task Paine
- Recovery
 - Application Recovery
 - Error Reporting
- File & Folder Management
- Smart Tags & Thumbnails
- Using Masters
- Workshop