

## PowerPoint 2003

### What this course has to offer

In this course you will get to know basic and advanced functions of PowerPoint 2004. You will work with different slide layouts and become familiar with varying elements of the presentation. You will learn how to create charts and organization charts. Furthermore you will work with different design templates. You will create professional presentations using integrated graphics and pictures as well as individually designed texts. The course concludes with using drawing objects.

### What are the course requirements ?

Being acquainted with using the mouse and keyboard.

**Number of lessons: 91**

**Processing time approximately 5.5 hours**

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### The learning content in overview:

#### Chapter 1: What is PowerPoint?

Presentations with PowerPoint

#### Chapter 2: The AutoContent Wizard

Starting the AutoContent Wizard  
The steps in the AutoContent Wizard  
Presentation display after closing the wizard  
Editing existing text in the presentation  
Displaying the presentation as a slide show

#### Chapter 3: The basics of working with presentations

Creating slides  
Working with slides  
Applying a slide layout  
Assigning a design template  
Adding text to placeholders  
Page setup  
Printing presentations  
Saving and closing presentations  
Creating presentations  
Opening a presentation  
Switching between open presentations

#### Chapter 4: Working with text placeholders

Selecting text in placeholders  
Working with placeholders  
Deleting, overwriting and reversing  
The spellchecker

#### Chapter 5: Copying and moving elements

Copying and moving slide elements  
Copying or moving elements between presentations

#### Chapter 6: Using PowerPoint Help

Using the PowerPoint Help functions

#### Chapter 7: Using PowerPoint views effectively

Comparing the different views  
Working with Tabs and the Slide Sorter View  
The Outline tab

#### Chapter 14: Positioning and aligning objects

Positioning objects exactly  
Aligning objects

#### Chapter 8: Working with different slide types

Creating and editing charts  
Creating and editing organization charts  
Creating tables  
Working with clips and graphics  
Using multimedia effects  
Selecting and editing slide elements

#### Chapter 9: Slide shows

Controlling your slide show  
Creating slide shows with slide transitions  
Applying animation schemes  
Creating automatic slide shows

#### Chapter 10: The basics of text layout

Creating free text in text boxes  
Simple character formatting  
Special character formatting  
Formatting paragraphs  
Creating bulleted and numbered lists  
Editing text boxes and copying formatting

#### Chapter 11: Working with design templates

The basics of design templates  
Working with the slide master and title master  
Creating and using design templates  
Creating headers and footers  
Changing the color of the slide background  
Circumventing the master settings

#### Chapter 12: PowerPoint presentations on Intranets

PowerPoint presentations on Intranets

#### Chapter 13: Creating and editing drawing objects

The basics of creating drawing objects  
The basics of editing objects  
Fills, shadows and 3D effects for objects  
Editing objects lines and creating arrows  
Adding text to objects  
Creating WordArt objects  
Copying attributes and defining default AutoShapes

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft PowerPoint 2003'.

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