

## PowerPoint

### PowerPoint Level 1

Aimed at the novice user who needs to know the basics of good business presentation design using Text, Graphics & Animations

### PowerPoint Level 2

Aimed at the self taught or anyone who is familiar with the essentials of PowerPoint & wants to create powerful presentations using Multimedia & Animation

## Microsoft PowerPoint 2003 - Level 1

# Communicating Ideas and Information with Microsoft PowerPoint

### Introduction

The skills and knowledge covered in this course 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.

### Outcomes

At the completion of this course, participants will be able to:

- Start and navigate around PowerPoint
- 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.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



Australian  
Government  
Endorsed  
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Australian Business



Learning Solutions

( 1300 86 87246  
1300 TO TRAIN

### Course Details

Duration: 1 day  
Starting time: 9am  
Finishing time: 4.30pm

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

### Nationally Accredited Training

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105. Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.

# Course Outline

## ∅ PowerPoint 2003 Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- Using ShortCut Menus
- Understanding Settings
- Exiting PowerPoint

## ∅ Working With Presentations

- Opening An Existing Presentation
- Navigating A Presentation
- Switching Between Views
- Task Panes
- Navigating Task Panes
- Closing A Presentation
- Returning To A Previous Presentation

## ∅ Creating A Presentation

- Designing A Presentation
- Presentation Methods & Hardware
- New Presentations
- Creating A New Presentation
- Adding Text Using The Outline Pane
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show

## ∅ Clip Art

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Rotating Clip Art
- Perusing Your Clips
- Pasting From The Clipboard

## ∅ Drawing Objects

- Drawing Tools
- Arrows And Lines
- AutoShapes
- Create A Flowchart
- Adding Connectors To Flowcharts
- Adding Text To Flowcharts
- Editing A Grouped Object
- Layering Objects

## ∅ Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

## ∅ Slide Show Navigation

- Slide Sorter View
- Adding Speaker Notes
- Creating A Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink To Another Application
- Presenting A Slide Show

## ∅ Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline
- Printing For Overhead Transparencies
- Web Page Preview
- Publish As Web Pages

## ∅ General Computer Usage

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying and Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant