

## Course Outline

# Microsoft PowerPoint 2003

### Course Description:

Put together professional slide shows with graphic effects – it's easier than you think! Learn tips & tricks for formatting text boxes, shapes, text, charts, tables, and pictures. Find out how to insert movies and sounds. Add slide transitions, and custom animation for even greater impact.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

#### Intro Level:

- ⇒ Overview
- ⇒ Views
- ⇒ Slide Layout (New Slides)
- ⇒ Slide Design (Color Schemes)
- ⇒ Formatting (Placeholders, Text Boxes, Fonts, Bullets and Numbering)
- ⇒ Tabs
- ⇒ Tables
- ⇒ Picture Toolbar, ClipArt
- ⇒ Drawing Toolbar (AutoShapes, WordArt, Diagrams & Organization Charts)
- ⇒ Animations and Transitions
- ⇒ Printing
- ⇒ Slide Show Tips

#### Intermediate/Advanced Level:

- ⇒ Review of Intro Level
- ⇒ Customizing PowerPoint Options (Protect Document)
- ⇒ Slide Master (Header and Footer)
- ⇒ Presentation Types (PowerPoint Show, Template, Web Page)
- ⇒ Insert Objects (Word/Excel)
- ⇒ Slides from Outline
- ⇒ Hyperlinks
- ⇒ Movies and Sounds
- ⇒ Photo Album
- ⇒ Package for CD (Embed Fonts, Files)
- ⇒ Custom Shows
- ⇒ Set up Slide Show
- ⇒ Presenter Tips

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**705.791.5267**

[info@INTrainingSolutions.com](mailto:info@INTrainingSolutions.com)