

# PowerPoint 2003 Introduction Course Content

## Introducing PowerPoint

Introduction  
PowerPoint terminology  
Mouse skills  
The PowerPoint menu bar  
The toolbars  
Starting PowerPoint

## Creating a Presentation

Introduction  
Presentation views  
Saving a presentation  
Closing a presentation  
Opening a presentation

## Working with Text Slides

Introduction  
Adding text in Slide view  
Enhancing text  
Moving objects  
Removing an object  
Inserting a new slide using Normal view  
Deleting a slide  
Bulleted list slides  
Indenting bullets  
Changing the bullet style  
Inserting a slide using Outline view  
Moving between slides

## The Ruler and Tabs

The Ruler  
Setting tabs  
Using tabs

## Creating Charts

Creating a column chart  
Changing the chart type  
Modifying a chart

## Creating Organisation Charts

Creating an organisation chart  
Adding text  
Adding extra boxes  
Other useful features

## Graphic Items

The Drawing toolbar  
Drawing objects  
Moving and sizing graphic items  
Inserting WordArt

## ClipArt

Inserting ClipArt  
Grouping and ungrouping objects

## Creating Speaker Notes

Introduction  
Creating speaker notes

## Editing Tools and Printing

Checking the spelling of a presentation  
AutoCorrect  
Using the Style Checker  
Printing a presentation

## Slide Shows

Running a Slide Show  
Timings and transition effects  
Animation effects  
Building a bullet list  
Re-arranging slides

## Practical