HAWTHORN Training
Accelerate your workforce

Course Outline

Course Objective: Upon successful completion of this course, students will be able to: manipulate an existing PowerPoint presentation; begin creating a presentation; format text slides; add tables to a presentation; chart data in a presentation; modify objects on slides; add images to a presentation; and prepare to deliver a presentation.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations. This course is also intended for students who wish to pursue the Microsoft Office Specialist certification in PowerPoint 2003.

Prerequisites: The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. **An Orientation to PowerPoint**

    ➢ The PowerPoint Environment
    ➢ Orientation to Views
    ➢ Navigate Through a Presentation
    ➢ Edit Slide Text
    ➢ Save the Presentation
    ➢ Run a Slide Show

2. **Beginning a Presentation**

    ➢ Create a New Presentation
    ➢ Change Background Color
    ➢ Add Slides to a Presentation
    ➢ Enter Text
    ➢ Create a Presentation from a Microsoft Word Outline

3. **Formatting Text Slides**

    ➢ Apply Character Formats
    ➢ Align Text
    ➢ Change Line Spacing
    ➢ Change Indents

4. **Adding Tables to a Presentation**

    ➢ Create a Table
    ➢ Format Tables
    ➢ Insert a Table from Microsoft Word

5. **Charting Data**

    ➢ Create a Column Chart
    ➢ Edit Chart Data
    ➢ Change Chart Type
    ➢ Insert a Chart from Microsoft Excel

6. **Modifying Objects**

    ➢ Resize Objects
    ➢ Copy and Duplicate Objects
    ➢ Move Objects
    ➢ Changing Object Orientation
    ➢ Format Objects
    ➢ Group and Ungroup Objects
    ➢ Change the Order of Objects

7. **Adding Images to a Presentation**

    ➢ Add Clip Art
    ➢ Add a Picture from a File
    ➢ Draw Lines and Shapes
    ➢ Insert WordArt

8. **Preparing to Deliver a Presentation**

- ➢ Spell Check
- ➢ Arrange Slides
- ➢ Add Transitions
- ➢ Create Speaker Notes
- ➢ Send a Presentation to Microsoft Word
- ➢ Print the Presentation
- ➢ Package a Presentation for CD