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11301 US Highway 301  
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## PowerPoint 2003 - Level 1

### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

### Overview:

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

### Who Should Attend:

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

### Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1  
Windows XP (New Version) – Level 2

### Outline:

#### Lesson 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

#### Lesson 2: Beginning a Presentation

- Create a New Presentation
- Change Background Color
- Add Slides to a Presentation
- Enter Text



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Create a Presentation from a Microsoft Word Outline

**Lesson 3: Formatting Text Slides**

Apply Character Formats  
Align Text  
Change Line Spacing  
Change Indents

**Lesson 4: Adding Tables to a Presentation**

Create a Table  
Format Tables  
Insert a Table from Microsoft Word

**Lesson 5: Charting Data**

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

**Lesson 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

**Lesson 7: Adding Images to a Presentation**

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

**Lesson 8: Preparing to Deliver a Presentation**



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