

MS PowerPoint 2003-Basic

Learning outcomes:

At the end of the course the participant will

- ✓ Create effective presentations
- ✓ Apply Designs to Enhance the looks of the Presentation
- ✓ Print a Presentation

Course Contents:

- Introduction
- What is a Presentation Graphics
- Salient Features of a Presentation Graphics Package
- How to make effective Presentations
 - Selecting a proper slide format
 - Create a Presentation Slide using
 - Auto Content Wizard
 - Design Templates and Blank Presentations
 - Existing Presentations
 - Use the different views of a slide
 - Normal View
 - Outline View
 - Slide View
 - Slide Sorter View
 - Apply Bullets and Numbering
 - Work with Text in a slide
 - Arrange text at different levels
 - Apply bullets and numbering
 - Applying Designs to enhance the look of a Presentation
 - Work with the Slide Master
 - Format the Slide design
 - Format the Text in a slide
 - Printing a Presentation in PowerPoint