

# MICROSOFT POWERPOINT V2003 INTRODUCTION COURSE OUTLINE PART 1 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

## Target Audience

This course is designed for people who have no knowledge or very little knowledge of Microsoft PowerPoint.

## Topics to be covered

Starting Microsoft PowerPoint

Overview of the screen

- Menu bar

- Toolbars

Creating a presentation

Creating a title slide

- Modifying the appearance of the data on the slide

- Moving data on the slide

- Adding a logo to the slide

Creating a bullet point slide

- Changing the bullet point design

- Changing the bullet point text design

Creating a chart type slide

- Modifying the data

- Modifying the design of the chart

- Selecting different chart types

Slide sorter view

- Moving slides into a different order

- Deleting slides

Spell checking the presentation

Printing slides

Presenting the slide show

Saving a presentation

Opening a presentation

Closing a presentation

