

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

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a working knowledge of Microsoft PowerPoint, or have attended the PowerPoint Introduction courses.

Topics to be covered

Inserting pictures

- Moving pictures
- Re-sizing pictures

Inserting Microsoft clipart

- Moving clipart
- Re-sizing clipart

Inserting video clips

- Playing video clips in the presentation

Using the Washout feature

Using the drawing toolbar

- Drawing and customising arrows
- Drawing shapes
- Customising shapes
- Using the draw button options
 - Group/ungroup
 - Order
 - Grids and guides
 - Align or distribute
 - Rotate or flip
 - Connectors
 - Edit points

Creating WordArt

- Editing the WordArt
- Changing the WordArt design

