



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

PowerPoint 2002 Introduction: Level 1

Course Specifications

Course number: 084800
Course length: 1 day

Course Description

Overview: Welcome to the world of computerized desktop presentation. Microsoft PowerPoint 2002 is a feature-rich, easy-to-use program that enables you to create presentation slides that combine text, clip art, drawings, tables, and charts and graphs. In this course, you'll learn how to create, modify, and run a basic PowerPoint presentation. PowerPoint is one of the easiest and most powerful presentation programs available. If you take the time to learn how to use some of PowerPoint's basic tools, you will quickly be able to create a presentation that works. And, as you learn more about PowerPoint, you will learn to create presentations that wow your audience.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Windows 2000: Introduction*

Delivery Method: Instructor-led.

Benefits: You will know how to create, modify, and run a basic presentation. As you continue to work with PowerPoint, you'll find more tools you can use to create and deliver effective presentations. You may even find yourself in high demand as a presentation developer.

Target student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint 2002 presentations. This course is also intended for students who wish to pursue their Microsoft Office User Specialist (MOUS) certification in PowerPoint 2002.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create a presentation based on a design template.
- Create and modify drawn objects on slides.
- Create charts, tables, and graphs for your PowerPoint presentation.
- Apply formatting to text slides in a presentation.
- Prepare a presentation for delivery.

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

PowerPoint 2002 : Level 1

Course Content

Lesson 1: Creating a Presentation

- Topic 1A: Create a New Presentation Based on a Design Template
- Topic 1B: Add Slides to a Presentation
- Topic 1C: Add Clip Art to a Slide
- Topic 1D: Save a Document
- Topic 1E: Edit Slide Text

Lesson 2: Drawing Objects on Slides

- Topic 2A: Create AutoShapes
- Topic 2B: Insert WordArt
- Topic 2C: Draw Lines and Shapes on Slides
- Topic 2D: Modify Drawn Objects

Lesson 3: Creating Charts and Tables

- Topic 3A: Create an Organization Chart
- Topic 3B: Modify an Organization Chart
- Topic 3C: Insert a Table on a Slide
- Topic 3D: Create a Column Chart
- Topic 3E: Modify a Chart

Lesson 4: Formatting Text Slides

- Topic 4A: Apply Character Formats
- Topic 4B: Align Text
- Topic 4C: Change Line Spacing
- Topic 4D: Change Indents

Lesson 5: Preparing to Deliver a Presentation

- Topic 5A: Spell Check a Presentation
- Topic 5B: View the Slide Show
- Topic 5C: Arrange Slides in a Presentation
- Topic 5D: Add Transitions to Slides
- Topic 5E: Animate Text
- Topic 5F: Create Notes
- Topic 5G: Print Speaker Notes and Handouts

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com