

Microsoft Powerpoint 2003: Module I

What's in Powerpoint 2003: Module I?

PowerPoint 2003 Module I provides competency in creating and modifying presentations; using proofing tools; inserting and modifying objects, word art, clip art, and organization charts; creating and inserting charts and tables; and inserting multimedia elements.

Getting Started with PowerPoint

- Introduction to PowerPoint
- Starting PowerPoint and Exploring The PowerPoint Environment
- Exploring Toolbars
- Exploring Menus
- Opening an Existing Presentation
- Displaying Slide Views
- Navigating Presentations
- Quitting PowerPoint

Creating Presentations

- Creating Presentations Manually
- Inserting Text in Presentations
- Adding Slides
- Saving Presentations for the First Time
- Saving Presentations in New Folders
- Creating Presentations Using Templates
- Creating Presentations Using the AutoContent Wizard

Modifying Presentations

- Modifying Existing Presentations
- Adding New Slides to an Existing Presentation
- Rearranging, Copying, and Deleting Slides
- Modifying Text
- Selecting Text
- Adding and Deleting Text
- Copying and Moving Text
- Finding and Replacing Text
- Importing Text from Microsoft Word
- Formatting Text

Using Proofing Tools

- Overview of Proofing Tools
- Checking Spelling
- Using Spelling-Checker Options
- Checking for Style Consistency
- Using AutoCorrect and AutoFormat
- Checking Word Usage

Inserting and Modifying Objects

- Introduction to Objects
- Displaying Guides and the Grid
- Drawing and Modifying Objects
- Inserting and Modifying AutoShapes
- Inserting and Modifying Text Boxes
- Inserting and Modifying Diagrams

Using WordArt, Clip Art and Organization Charts

- Inserting and Modifying WordArt
- Inserting and Modifying Clip Art
- Inserting and Modifying Organization Charts

Creating and Inserting Charts and Tables

- Charts and Tables
- Creating and Modifying Charts
- Creating and Modifying Tables
- Inserting Objects from Other Applications
- Inserting and Modifying Excel Charts
- Inserting and Modifying Word Tables

Inserting Multimedia Elements

- Inserting Multimedia Elements
- Inserting Motion Clips
- Inserting Sound Clips
- Inserting Pictures