

## PowerPoint 2003; Level 1, 2nd Edition (MOS Certified), CertBlaster

**Publisher:** CourseILT

**Code:** 1418889466

**ISBN:** 1418889466

**Version:** 1

**Course Length:** 1-day (6 hours)

**Prerequisites:** Windows 2000: Level 1 or equivalent experience

**What's in PowerPoint 2003; Level 1, 2nd Edition (MOS Certified) + CertBlaster:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of PowerPoint 2003. Students will learn how to create presentations, rearrange and delete slides, use the Formatting toolbar, set tabs, and align text. They'll also learn how to work with objects, AutoShapes, text boxes, fill colors, WordArt, and other types of images. They'll create tables, apply a design template, work with slide masters, add headers and footers, and use PowerPoint's built-in proofing tools. Finally, they'll learn how to create links between presentations and save a presentation for Web delivery.

### Objectives

- Explore the PowerPoint environment; use Help options; and close a presentation and PowerPoint.
- Create a new presentation; add new slides to it; save and update changes; work in the Outline tab to rearrange bullets; rearrange and delete slides; and insert slides from another presentation.
- Use the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands; examine the ruler; set tabs; and align text.
- Create objects by using the Drawing toolbar; duplicate, move, resize, delete, align, and connect objects; add AutoShapes to a slide; edit AutoShapes, and align them by using grids and guides; add text to objects; draw text boxes; and use fill color options.
- Use the WordArt toolbar to make the text in a presentation more appealing; use the Select Picture dialog box; explore clip art on the Web; insert images; and use the color, brightness, and contrast controls on the Picture toolbar.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Exploring the PowerPoint environment*

- A-1: Opening and running a presentation
- A-2: Examining the PowerPoint environment
- A-3: Observing views

*Topic B: \* Getting help*

- B-1: Using the Office Assistant
- B-2: Using the Type a question for help box
- B-3: Getting help on the Web

*Topic C: \* Closing presentations and closing PowerPoint*

- C-1: Closing a presentation and closing PowerPoint

#### Unit 2 : Building new presentations

*Topic A: \* Creating new presentations*

- A-1: Creating a new presentation from a blank presentation
- A-2: Entering text in a slide
- A-3: Adding and editing slides
- A-4: Using the AutoContent wizard

*Topic B: \* Saving presentations*

- B-1: Saving a presentation in an existing folder
- B-2: Saving a presentation in a new folder
- B-3: Updating a presentation

*Topic C: \* Working in the Outline tab*

- C-1: Adding a bullet slide in the Outline tab
- C-2: Using the Promote and Demote buttons

*Topic D: \* Rearranging and deleting slides*

- D-1: Rearranging slides in the Outline tab
- D-2: Rearranging slides in Slide Sorter view
- D-3: Deleting a slide in Slide Sorter view

*Topic E: \* Using slides from other presentations*

- E-1: Inserting slides from another presentation

#### Unit 3 : Formatting slides

*Topic A: \* Exploring text formatting*

- A-1: Using the Formatting toolbar
- A-2: Changing the font and font size
- A-3: Using the Format Painter to repeat text formatting
- A-4: Changing bullet styles
- A-5: Applying a numbered list

*Topic B: \* Working with text*

- B-1: Finding and replacing text
- B-2: Moving text to another slide
- B-3: Copying text to another slide
- B-4: Using the Office Clipboard

*Topic C: \* Setting tabs and alignment*

- C-1: Examining the ruler
- C-2: Setting tabs
- C-3: Changing text alignment

#### Unit 4 : Using drawing tools

*Topic A: \* Drawing objects*

- A-1: Using the drawing tools
- A-2: Duplicating objects
- A-3: Moving and resizing objects
- A-4: Deleting an object
- A-5: Aligning and connecting objects in a slide

*Topic B: \* AutoShapes*

- B-1: Using AutoShapes
- B-2: Editing an AutoShape
- B-3: Positioning objects by using grids and guides

*Topic C: \* Working with text in objects*

- C-1: Adding text to an object
- C-2: Adjusting text in an object
- C-3: Modifying text in an object
- C-4: Drawing a text box on an object

*Topic D: \* Modifying objects*

- D-1: Applying fill colors
- D-2: Moving a filled object
- D-3: Changing an object's fill colors

#### Unit 5 : Working with graphics

*Topic A: \* Working with WordArt*

- A-1: Adding and resizing WordArt
- A-2: Using the WordArt toolbar

*Topic B: \* Adding clip art*

- B-1: Inserting clip art
- B-2: Exploring clip art on the Web

*Topic C: \* Using images*

- C-1: Inserting images
- C-2: Applying color effects
- C-3: Increasing the contrast and brightness

#### Unit 6 : Using tables and charts

*Topic A: \* Working with tables*

- A-1: Adding a table
- A-2: Formatting a table

*Topic B: \* Creating and modifying charts*

- B-1: Using Microsoft Graph
- B-2: Formatting a chart
- B-3: Inserting an Excel chart
- B-4: Importing data from an Excel sheet

*Topic C: \* Creating organization charts*

- C-1: Adding an organization chart
- C-2: Adding levels to an organization chart

#### Unit 7 : Modifying presentations

*Topic A: \* Using templates*

- A-1: Creating a presentation based on a template
- A-2: Changing the design template
- A-3: Using multiple design templates in a presentation

*Topic B: \* Working with the slide master*

- B-1: Examining the elements of a slide master
- B-2: Changing the default font
- B-3: Modifying the default bullets
- B-4: Inserting a new slide master
- B-5: Using multiple slide masters
- B-6: Deleting a slide master

*Topic C: \* Adding transitions and timings*

- C-1: Setting transitions for individual slides
- C-2: Setting transitions for the entire presentation
- C-3: Setting transitions for selected slides
- C-4: Adding timings to a slide show
- C-5: Rehearsing timings

*Topic D: \* Adding speaker notes and footers*

- D-1: Adding speaker notes
- D-2: Adding footers to slides
- D-3: Adding headers and footers to notes pages

*Topic E: \* Setting up slide shows*

- E-1: Setting up a slide show for a speaker
- E-2: Setting up a slide show for a kiosk

#### Unit 8 : Proofing and delivering presentations

*Topic A: \* Proofing presentations*

- A-1: Checking the spelling in a presentation
- A-2: Using AutoCorrect
- A-3: Using the Thesaurus
- A-4: Using the Style Checker

*Topic B: \* Running presentations*

- B-1: Previewing and running a presentation
- B-2: Hiding and unhiding a slide

*Topic C: \* Printing presentations*

- C-1: Previewing a presentation in black and white
- C-2: Modifying the page setup
- C-3: Printing a presentation
- C-4: Printing an individual slide
- C-5: Printing handouts and notes

*Topic D: \* Saving presentations for Web delivery*

- D-1: Saving a presentation as a Web page and publishing it
- D-2: Adding a hyperlink to a presentation
- D-3: Linking a slide to another file
- D-4: Sending a presentation via e-mail

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: \* Comprehensive exam objectives*