



Training Solutions, Inc.

PowerPoint 2002 and Presentation Basics Course Outline

Section 1 - PowerPoint Basics

- PowerPoint Terms
- Starting PowerPoint
 - Open a Blank Presentation
 - Views, Menus and Toolbars
 - Create and Save a Presentation
- Open an Existing Presentation
- Change Slide Views
- Moving Between Slides
- Applying Templates
- Style Checker
- Closing a File
- Exiting PowerPoint

Section 2 - Creating a Presentation

- Beginning a New Presentation
- Selecting a Design Template
- Entering Text
- Editing Text
- Formatting Text
 - Changing Text Color
 - Manipulating Text Boxes
- Inserting New Slides
- Working with Bulleted Text
- Using Outline View

Section 3 - Using Graphic Objects

- Working with Clip Art
- Size, Move and Delete Clip Art
- Copy Clip Art/ Clipboard Toolbar
- Insert Digital Pictures
- Insert an Internet image
- Working with Draw Objects

Section 4 - Charts and Tables

- Work with Data Charts
 - Create a Chart
 - Edit a Chart
 - Use the Chart Toolbar
 - Import an Excel Chart
- Create an Organization Chart
 - Enter Text in Boxes
 - Add Boxes to the Chart
 - Edit/Delete Boxes
 - Box Color/ Line Style
 - Change Line Style
- Create a Table
 - Insert a Table
 - Add a Row
 - Size the Table
 - Remove Borders

Section 5 - Final Touches

- Applying Transition Effects
- Preset Animation
- Custom Animation
- Slide Timings
- Automatic Slide Show
- Spell Check the Presentation
- Set up the Slide Show
- Run the Slide Show
- Print the Presentation