

Microsoft PowerPoint 2000

Course Objectives:

This course is designed for new users of Microsoft PowerPoint 2000 or for users with limited experience. Delegates will learn how to use PowerPoint to create and run high quality presentations.

Prior Knowledge Required:

No prior knowledge of PowerPoint is assumed but some basic PC and Windows experience is required.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- Concepts of PowerPoint
- Launching PowerPoint 2000

The PowerPoint Environment

- Exploring the PowerPoint Screen Layout
- The Office Assistant
- Using Menus and Toolbars
- Creating a Presentation
- Saving, Closing and Opening Presentations
- Moving Around a Presentation
- Viewing a Presentation
- Adding a New Slide to a Presentation

Working With Text

- Entering Text to a Slide and Using AutoFit
- Selecting Text
- Formatting Text
- Moving and Copying Text
- Changing Text Indents
- Using the Undo/Redo Facility
- Finding and Replacing Text
- Creating a Bulleted List and Numbering
- Using the Spelling Checker

Working With Tables

- Creating and Entering Data into a Table
- Formatting a Table
- Manipulating the Table on the Slide

Using the Drawing Tools

- Creating Lines and Shapes
- Selecting and Editing Objects
- Enhancing and Positioning Objects
- Resizing Objects
- Rotating Objects
- Adding Text to Objects

Using WordArt

Working With Pictures

- Inserting Clip Art
- Scaling and Cropping
- Changing the Image Control and Recolouring

Working With Graphs and Charts

- Creating an Organisational Chart
- Creating a Graph
- Setting Up The Datasheet
- Adding Text to a Graph
- Resizing a Graph
- Copying a Graph
- Importing Data or Charts from a Spreadsheet

Using PowerPoint Views

- The Outline Pane & Notes Page
- Using the Slide Sorter View
- The Zoom Facility
- Viewing Slides in Black and White

Displaying and Enhancing a Slide Show

- Running a Slide Show
- Printing a Slide Show
- Adding Transitions and Timings to Slides
- Working With Templates and Masters



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