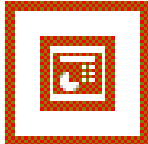


Microsoft PowerPoint XP/2003

- Basic Skills Course -

Course Description.



This course is designed to provide staff with an introduction and understanding of the main features of **Microsoft PowerPoint XP/2003**. You will be shown tools and techniques used to create presentations. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section. On completion of the course, you will have the basic skills necessary to use **PowerPoint XP/2003** effectively in your work.

Objectives.

You will learn many aspects of creating presentations using the tools provided in **PowerPoint XP/2003** including:

- ✓ Presentations and accessibility issues.
- ✓ The application window and use of PowerPoint.
- ✓ Selecting, resizing, moving and deleting objects.
- ✓ Opening, saving and closing a presentation.
- ✓ Adding and modifying text, clipart and images to a slide.
- ✓ Using move, cut, copy and paste.
- ✓ Using a master slide.
- ✓ Changing the colour scheme, enhancing text and lists.
- ✓ Using the drawing toolbar and adding AutoShapes.
- ✓ Move, resize, align, distribute and rotate an object.
- ✓ Changing the fill and line colour of an object and adding effects
- ✓ Grouping and ungrouping objects.
- ✓ Creating graphs and organisation charts.
- ✓ Selecting an output format for the presentation.
- ✓ Adding slide footers and reorganising slides.
- ✓ Using slide transitions, preset animations and custom animations.
- ✓ Printing and converting a presentation to another file format.
- ✓ Saving a presentation as a Web Page.

Pre-requisites.



Any introductory knowledge of using the computer in a Windows™ environment will be an advantage although no specialised knowledge of computer products is necessary. This course will cover the basic aspects of using Microsoft PowerPoint XP/2003 and will build upon techniques throughout each section.