

## **PowerPoint 2003 Basic** Ref: PP23BA

**Days of training:** 1

**Prerequisites:** Windows 2000: Basic or equivalent experience

### **Getting started**

Exploring the PowerPoint environment

Getting help

Closing presentations and closing PowerPoint

### **Building new presentations**

Creating new presentations

Saving presentations

Working in the Outline tab

Rearranging and deleting slides

Using slides from other presentations

### **Formatting slides**

Exploring text formatting

Working with text

Setting tabs and alignment

### **Using drawing tools**

Drawing objects

AutoShapes

Working with text in objects

Modifying objects

### **Working with graphics**

Working with WordArt

Adding clip art

Using images

### **Using tables and charts**

Working with tables

Creating and modifying charts

Creating organization charts

### **Modifying presentations**

Using templates

Working with the slide master

Adding transitions and timings

Adding speaker notes and footers

Setting up slide shows

### **Proofing and delivering presentations**

Proofing presentations

Running presentations

Printing presentations

Saving presentations for Web delivery

### **Appendix A : MOS exam objectives map**