

PowerPoint Graphics 2003

Custom Computers & Consulting
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One Day (6-8 hours)

- PowerPoint Basics (Screen, Menus)
- Opening a Presentation
- Using Help
- Running a Slide Show
- Changing Views
- Spell Checking your Presentation
- Working with Objects (Moving, Copying, Resizing, Deleting)
- The Office Clipboard
- Customizing Objects
- Entering & Editing Text
- Creating a New Presentation
- Using the AutoContent Wizard
- Using the Outliner
- Adding Headers and Footers
- Working with Text Charts
- Find/Replace
- Saving Your Presentation
- Printing
- Adding & Deleting Slides
- Working with Bullet Lists
- Drawing Objects
- Using the Ruler to Set Tabs & Indents
- Adding AutoShapes
- Adding Tables
- Inserting ClipArt
- Creating WordArt
- Creating and Customizing Charts
- Importing Excel Charts
- Creating Slide Shows
- Adding Animation/Transition Effects
- File Management
- Document Recovery
- Editing Master Slides
- Creating Custom Backgrounds
- Using & Creating Templates
- Sending a Presentation
- Importing from Word
- Adding Hyperlinks
- Creating Web Pages
- Packaging Your Presentation

- Routing and Reviewing Presentations
- Scheduling and Delivering Broadcasts

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