

# PowerPoint 2000 - 2003 Level 1

---

1-day course

Course Code: P1N1en

Who should attend? This course is intended for new users of PowerPoint 2000 - 2003.

---

Prerequisites Windows XP, Windows 98, Windows NT 4.0, or Windows 2000

---

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Identify PowerPoint 2003 screen elements and terms to use the program efficiently
  - Use outlines to organize the text of your presentations
  - Display a consistent look throughout presentations by using colour schemes and the Slide Master
  - Enhance your presentations by using PowerPoint 2003 design templates and formatting tools
  - Modify your presentations for a more organized display of information
  - Polish presentations by adding WordArt and objects and inserting pictures
  - Produce an on-screen slide show
- 

## Course Content

### Getting Started

Understanding Presentation Concepts; Opening a Presentation and Identifying Screen Elements;

---

### Creating a New Presentation

Creating a New Presentation; Organizing Text in Outlines;

---

### Modifying Colour Schemes and Masters

Modifying Colour Schemes; Modifying Masters;

---

### Designing a Presentation

Applying Design Templates; Entering and Formatting Text;

---

### Making Modifications

Formatting Bullets; Editing a Presentation;

---

### Enhancing Presentations with Objects

Adding and Modifying WordArt; Adding and Managing Objects; Adding Graphics;

---

### Producing a Presentation

Building Slide Shows; Running a Slide Show;

---