

# PowerPoint 2003 Level 1

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1-day course  
Course Code: P131

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

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

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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
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## Course Content

### Getting Started

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

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### Creating a New Presentation

Creating a New Presentation; Organizing Text in Outlines;

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### Modifying Colour Schemes and Masters

Modifying Colour Schemes; Modifying Masters;

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### Designing a Presentation

Applying Design Templates; Entering and Formatting Text;

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### Making Modifications

Formatting Bullets; Editing a Presentation;

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### Enhancing Presentations with Objects

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

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### Producing a Presentation

Building Slide Shows; Running a Slide Show;

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