

## **Microsoft Office 2003 & 2007 training** **Course Contents**

### **Introduction to Microsoft PowerPoint**

#### **Part One – Introduction**

What is Microsoft PowerPoint?  
A Tour of the Screen.

#### **Part Two – Creating a presentation**

Creating, saving, opening & closing a presentation.  
Slide layouts & templates, Inserting, deleting, moving & duplicating.  
Adding text & clipart, organisation charts, tables & graphs.  
Drawing objects. Using the spell check.  
Viewing a presentation. Printing a presentation.

#### **Part Three – Editing objects**

Selecting & deselecting objects.  
Copying, moving, resizing & deleting objects.

#### **Part Four - Slide shows**

Viewing a slide show.  
Adding transition effects.

### **Microsoft PowerPoint Intermediate**

#### **Part One – Objects**

Changing the style & colour of objects.  
Flipping, rotating & aligning objects.  
Grouping & ungrouping objects.  
Modifying clipart & graphics.  
Animating objects.

#### **Part Two – Importing data**

Importing chart data.  
Importing graphics.

#### **Part Three – Other features**

Adding an object to all slides.  
Creating templates.