

MICROSOFT PowerPoint 2000

Level 1 - Beginning

This course covers the essentials of creating a new presentation. The features explained are navigating in PowerPoint, different views, working with slide masters, adding graphics and tables, finalizing a presentation and viewing a presentation.

Upon Completion of this course students will be familiar with and have skill to:

Looking At PowerPoint 2000

- Understanding PowerPoint
- Examining The Project
- Exploring The PowerPoint Window
- Navigating Presentations
- Creating Presentations
- Using The AutoContent Wizard

Working In Normal View

- Using The Slide Pane
- Working In The Outline Pane
- Using The Notes Pane

Working With Slide Masters

- Understanding Slide Masters
- Opening Masters
- Trying Out Different Design Templates
- Adjusting Headers And Footers
- Changing Placeholders
- Setting Font Formatting For All Slides
- Using AutoNumbering

Incorporating Visual Elements

- Adding Clip Art
- Drawing Shapes
- Changing Colors Of Shapes
- Assembling Shapes

Adding Tables To Slides

- Understanding Tables
- Making Tables
- Adding Information To Tables
- Formatting Text In Tables

Finalizing A Presentation

- Deleting Slides
- Rearranging In Slide Sorter View
- Understanding Transitions
- Creating Transitions
- Previewing Transitions

Viewing The Presentation

- Previewing A Presentation
- Using Slide Show View
- Applying Options In Slide Show View
- Checking And Replacing Text
- Printing Handouts

Application Project

- New Business Proposal

Using Help

- Using The Help Window
- Using The Contents Card
- Using The Answer Wizard
- Working With The Index
- Using Context-sensitive Help

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Drawing Tools
- Navigation Shortcuts

