

MICROSOFT PowerPoint 98

Macintosh 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, inserting text, adding graphics and inserting charts, finalizing and viewing a presentation.

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

PowerPoint Basics

- The PowerPoint Window
- Navigating in PowerPoint
- Slide Master
- Slide Sorter View
- Handout Pages
- Notes Pages View
- Outline View

Working with Text

- Typing Text in Outline View
- Rearranging Text in Outline View
- Collapsing and Expanding
- Typing Text on a Slide

Formatting a Presentation

- AutoLayouts
- Formatting Text
- Choosing a Slide Background
- Modifying the Color Scheme
- Applying a Presentation Template

Importing Slides

- Inserting PowerPoint Slides
- Inserting Word Outlines

Working with Graphics

- Inserting Clip Art
- Inserting Graphics
- Using PowerPoint's Drawing Tools
- Editing and Formatting Graphics

Inserting Charts

- Creating Numeric Charts
- Creating Organization Charts

Finishing Touches

- Checking Spelling
- Printing

On-Screen Slide Shows

- Viewing a Slide Show
- Slide Show Special Effects
- The Slide Show Pop-Up Menu

Formatting Charts

- Choosing a Chart Type
- Data Series
- Legend
- Axes

Help Features

- Balloon Help
- Office Assistant

