



**THE
ENTERPRISE
CENTRE**

PowerPoint 2003

Introduction

ENT1513

2 Days

Workshop Goal

In this **two-day** hands-on workshop, participants will be introduced to the commands and features of Microsoft PowerPoint to be able to quickly and easily create professional looking presentation material. Emphasis will be on text-based presentations and methods of showing presentations. Inserting and formatting graphics, including drawing shapes, clip art, word art and special effects.

Topic Outline

- Exploring Power Point
- Using Basic Presentation Skills
- Working with Presentations
- Using the Outline Tab
- Editing and Proofing Text
- Formatting Presentation Text
- Formatting Bullets and Numbers
- Using Graphic Images
- Using Tables
- Working with Drawing Objects
- Using Slide Sorter View
- Editing Presentation Masters
- Editing Notes and Handout Masters
- Using Slide Show View
- Editing Multiple Presentations
- Printing

Recommended Prior Learning

Completion of the **Windows Introduction** workshop or equivalent knowledge.