



MICROSOFT POWERPOINT 2002 (BASIC)

Duration

Single session of 3 hrs

Course Outline

Lesson 1: Introduction to PowerPoint

- Creating a Blank Presentation
- Selecting an Auto-Layout
- Using Template
- Open a Presentation
- Closing a presentation

Lesson 2: Entering text

- Entering Text
- Formatting text

Lesson 3: Working with Bullet slides

- Multi level bullets
- Changing Bullets

Lesson 4: Working with Organizational slides

Lesson 5: Working with Clip art and pictures

- Adding clip art
- Resizing clipart
- Deleting clipart

Lesson 6: Knowing the different views

- Slide View
- Slide Sorter View
- Outline
- Notes Pages View

Lesson 7: Working with Slides

- Adding a Slide
- Deleting slide
- Rearranging or sorting the slides

Lesson 8: Using slide show

Change the transition

Hiding slides

Printing a presentation

Slide Show

Lesson 9: Using the Drawing Toolbar

Draw Basic Shapes

Format Shapes

Flip & Rotate Shapes

Grouping & Ungrouping Shapes