



MICROSOFT POWERPOINT 2002 (INTERMEDIATE)

Duration

Single session of 3 hrs

Course Outline

Lesson 1: Working with Organization Charts

Creating an Organization Chart
Adding or Removing Chart Boxes
Formatting Organization Chart Boxes

Lesson 2: Working with Tables

Creating Slides with Table Layout
Entering Text
Selecting Techniques in Tables
Working with Rows and Columns
AutoFormat Tables

Lesson 3: Working with Charts

Creating a Chart using the Chart Layout
Chart Types
Insert Chart Titles
Chart Axes
Chart Gridlines
Chart Legend
Chart Data Labels
Chart Data Table
Formatting the Data Series

Lesson 4: Working with Masters

Working with Master Slides
Adding logo
Background Objects

Lesson 5: File Handling

Pack and Go