



## Course Outline

# Microsoft® PowerPoint 2003 Level 1

### Lesson 1: An Orientation to PowerPoint

- Topic 1A: The PowerPoint Environment
- Topic 1B: Orientation to Views
- Topic 1C: Navigate Through a Presentation
- Topic 1D: Edit Slide Text
- Topic 1E: Save the Presentation
- Topic 1F: Run a Slide Show

### Lesson 2: Beginning a Presentation

- Topic 2A: Create a New Presentation
- Topic 2B: Change Background Color
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Enter Text
- Topic 2E: Create a Presentation from a Microsoft Word Outline

### Lesson 3: Formatting Text Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Align Text
- Topic 3C: Change Line Spacing
- Topic 3D: Change Indents

### Lesson 4: Adding Tables to a Presentation

- Topic 4A: Create a Table
- Topic 4B: Format Tables
- Topic 4C: Insert a Table from Microsoft Word

### Lesson 5: Charting Data

- Topic 5A: Create a Column Chart
- Topic 5B: Edit Chart Data
- Topic 5C: Change Chart Type
- Topic 5D: Insert a Chart from Microsoft Excel

### Lesson 6: Modifying Objects

- Topic 6A: Resize Objects
- Topic 6B: Copy and Duplicate Objects
- Topic 6C: Move Objects

- Topic 6D: Changing Object Orientation
- Topic 6E: Format Objects
- Topic 6F: Group and Ungroup Objects
- Topic 6G: Change the Order of Objects

### Lesson 7: Adding Images to a Presentation

- Topic 7A: Add Clip Art
- Topic 7B: Add a Picture from a File
- Topic 7C: Draw Lines and Shapes
- Topic 7D: Insert WordArt

### Lesson 8: Preparing to Deliver a Presentation

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Create Speaker Notes
- Topic 8E: Send a Presentation to Microsoft Word
- Topic 8F: Print the Presentation
- Topic 8G: Package a Presentation for CD