

ECDL Presentation with MS PowerPoint 2000

Module 6

A One Day Course

Course Aims:

This course is designed to prepare students for the ECDL module 6 examination. The course will allow students to design, create, edit and deliver slide show presentations using Microsoft PowerPoint 2000. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.

Course Outline:

Getting Started with PowerPoint 2000

- Starting PowerPoint 2000; The PowerPoint 2000 Screen
- The Title Bar; The Menu Bar; Toolbars; The Scroll Bars
- The Status Bar; Menus and Submenus; SpeedKeys
- Dialogue Boxes; Exiting PowerPoint; Getting Assistance

Opening, Saving and Closing a Presentation

- Opening a Presentation; Switching Between Presentations
- Moving, Copying, Resizing and Deleting Objects
- Using Undo and Redo; Saving and Closing Presentations

Creating a New Presentation

- Customising PowerPoint Settings
- Creating a New Presentation; Creating a New Slide
- Entering Text; Moving the Insertion Point
- Selecting Text; Deleting Text; Moving and Copying Text
- Using the Office Clipboard

Using the Formatting and Proofing Tools

- Formatting Text; Converting Case; Aligning Text
- Changing Paragraph and Line Spacing
- Setting Tabs; Changing Bullet Characteristics
- Creating Numbered Lists; The Format Painter
- Customising the Colour Scheme; Custom Backgrounds
- Checking Spelling; Find and Replace

Adding Clips and WordArt

- Inserting Clip Art Objects
- Using WordArt

Using the Drawing Tools

- Drawing Lines, Arrows, Rectangles and Ovals
- Resizing Objects; Aligning Objects; The Text Tool

Using the Drawing Tools (Continued)

- Drawing AutoShape Objects; Using Constraint Keys
- Changing Object Properties; Grouping Objects

Creating Graphs and Organisation Charts

- Starting Microsoft Graph; The Graph Window
- Entering and Editing Data in the Datasheet Window
- Choosing a Chart Type; Adding Chart Elements
- Inserting a Chart into a Presentation; Editing a Chart
- Creating an Organisation Chart
- Changing Organisation Chart Attributes

Designing a Presentation

- Using Presentation Templates and Design Templates
- The Slide Master; The Title Master
- Modifying Slides Based on the Slide Master
- Adding Footers

Creating a Slide Show

- Navigating Between PowerPoint Views
- Normal View; Slide View; Outline View
- Slide Sorter View; Notes Page View; Zoom
- Slide Show View; Delivering a Slide Show
- Transition Effects; Animation Effects
- Custom Animation Effects; Hiding Slides

Printing Slides and Handouts

Using PowerPoint with Other Applications

- Saving a File for Use in Another Application
- Saving a Presentation as a Web Page
- Object Linking and Embedding
- Editing Linked and Embedded Objects

Target Audience:

New, recent or intending users of PowerPoint who have little or no existing knowledge of a presentation package.

Assumed Knowledge:

A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "Using the Computer and Managing Files" course.