

# **MS PowerPoint 2000 Introduction**

## **A One-Day Training Course**

### **Course Aims**

PowerPoint 2000 is the latest version of the popular business presentation graphics program running in the Windows environment. This one-day course introduces new users to the software to teach them how to get the most out of PowerPoint's powerful features. Users will be able to customise and style presentations, create sophisticated on-screen shows and print their presentations. Specially prepared exercises will provide hands-on experience of using PowerPoint, enabling users to work quickly and confidently.

### **Course Outline**

#### ***MS PowerPoint 2000 Introduction***

##### ***Getting Started with PowerPoint 2000***

- Starting PowerPoint 2000
- The PowerPoint 2000 Screen
- The Title Bar; The Menu Bar; The Toolbars
- Menus and Submenus; SpeedKeys
- The Scroll Bars; The Status Bar
- Navigating Between PowerPoint Views
- Zooming In and Out; Exiting PowerPoint
- Designing a Presentation

##### ***Getting Assistance with PowerPoint 2000***

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window
- Finding Out What is on the Screen

##### ***Working with Text Slides***

- Designing Effective Slides
- Creating a New Blank Presentation
- Entering Text in Normal View or Slide View
- Moving the Insertion Point; Selecting Text; Deleting Text
- Moving and Copying Text
- Converting Case; Importing Text
- Entering and Editing Text in Outline View
- Using the Text Tool; Saving and Closing Presentations

##### ***Editing a Presentation***

- Opening an Existing Presentation
- Opening a Recently Used Presentation
- Switching Between Open Presentations
- Understanding Objects; Using the Office Clipboard
- Undoing Incorrect Edits; Redoing and Repeating Edits
- Reordering the Presentation in Slide Sorter View

##### ***Formatting and Proofing Tools***

- Formatting Text Slides Effectively
- Formatting Text; Aligning Text
- Changing Paragraph and Line Spacing
- Changing Bullet Characteristics
- Creating Numbered Lists
- The Format Painter
- Checking Spelling
- Finding and Replacing

##### ***Working with Pictures and Drawings***

- Inserting Clip Art Objects
- Drawing Objects
- Drawing AutoShape Objects
- Using Constraint Keys
- Changing the Properties of Objects
- Using WordArt; Grouping Objects

##### ***Using Designs and Templates***

- Using Presentation Templates
- Using Design Templates; Adding Footers

##### ***Creating a Slide Show***

- Setting Up a Slide Show
- Delivering a Slide Show
- Getting Help During a Slide Show
- Annotating Slides; Simple Animation Effects
- Creating Custom Animation Effects

##### ***Printing Slides and Handouts***

- Previewing the Presentation in Black and White
- Printing the Presentation
- Creating and Printing Notes Pages
- Printing Handouts

##### ***Appendix - Year 2000 Best Practice***

### **Target Audience**

New and recent users of PowerPoint 2000 who want to expand and consolidate their knowledge of the application.

### **Assumed Knowledge**

Working knowledge of using PCs, a keyboard and mouse plus Windows 95/98/NT is assumed, gained from the workplace or by prior attendance on a "Windows 95/98/NT User Introduction" course. Some experience of using MS Word 2000 will be of help to trainees, but is not required.