

# Microsoft PowerPoint 2002 – Level 1

## Course Description

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The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft PowerPoint 2002. It is designed for computer users who are new to presentations, or who only plan to use PowerPoint2002 occasionally. Upon successful completion of this courseware, you will be able to:

- start and run Microsoft PowerPoint 2002
- create and edit objects
- insert and edit pictures
- create and edit presentations
- create and modify presentations
- save, close and open slide shows
- view slides
- develop notes for the presentation
- develop handouts for the presentation
- change the order of the slides
- print a presentation
- view the presentation
- deliver a presentation
- use Pack and Go

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## Courseware Outline

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### Introduction

#### Overview

- What is a Presentation Manager?
- What is PowerPoint 2002?

#### Creating a Presentation

- Some Considerations
- Looking at the PowerPoint Screen
- Using the Toolbars

#### Working with Presentations

- Creating a Presentation
- Managing Your Files
- Making Changes to the Presentation
- Moving Around in the Presentation

#### Creating a Master Slide

- Inserting Headers and Footers

#### Changing the Slide Design and Layout

- Applying a Template from Another Presentation

#### Changing the Slide Order

### Working with Text

#### Selecting Text Objects

- Using Select vs Edit Mode
- Manipulating Text

#### Formatting Text

- Changing the Text Alignment
- Entering Bulleted Information
- Setting Tabs & Indents
- Setting and Adjusting Indenting

#### Proofing the Slides

- Using AutoCorrect

#### Using Find and Replace

- Finding Text
- Replacing Text

### Working with Graphics and Tables

#### Adding Graphics

- Manipulating the Pictures
- Inserting Graphics from Other Sources

#### Creating and Using Tables

- Inserting a Table
- Formatting the Table

#### Creating Objects

#### Editing and Adjusting Objects

- Arranging Objects

### Manipulating the Slides

#### Customizing Your Slides

- Customizing the Slide Background
- Changing the Color Scheme

#### Using Information from Other Sources

- Importing Outlines from Microsoft Word
- Copying Slides From Another Presentation
- Importing Tables from Microsoft Word
- Importing Charts from Microsoft Excel
- Exporting a Presentation to an Outline

#### Animating Objects

- Customizing the Animation
- Applying Slide Transitions

### Bringing It All Together

#### Printing the Presentation

- Special Printing Options
- Choosing the Print Color

#### Creating Notes and Handouts

- Creating Notes
- Printing Notes
- Creating Handouts

#### Running the Slide Show

- Setting Up the Slide Show
- Viewing the Slide Show
- Rehearsing the Presentation
- Using the Annotation Options
- Hiding Slides

### Delivering in Other Methods

#### Using the Pack and Go Wizard

- Viewing the Packaged Presentation

#### Working with Others

- Sending Presentations for Review
- Making the Changes
- Reviewing the Changes

#### Creating Web Pages

- Publishing Presentations on the Web

#### Broadcasting Online

- Viewing a Presentation Broadcast on the Web
- Collaborating Online
- Controlling the Online Meeting
- Using the Meeting Minder