

# PowerPoint For Business-2003

*last update: 8/4/09*

## **Class Type:**

- Can retake the class, for free, up to 3 months.
- Free forum support for 1 year after class
- Hands on, goal based
- Small Classes of 4 to 9 people
- Fast computers
- Comfortable chairs, convenient location
- Patient, Fun, Experienced Trainer

## **When you are finished with this class you will be able to:**

- Create a reusable PowerPoint Template
- Make an easily updatable, engaging, consistent presentation
- Deliver a presentation without difficulty
- Feel comfortable with importing any type of file

## **Examples of people who will benefit greatly from this class:**

- Those seeking to feel comfortable with most PowerPoint office tasks
- Those looking to interview for positions that require up to an advanced level of PowerPoint
- Those going into the Administrative, Advertising, Marketing or Business Industry



# Outline:

## **Lesson 1-Introduction**

- PowerPoint Purpose
- The PowerPoint Application Workspace
- Methods to Create New Presentations
- Saving Files

## **Lesson 2-Adding Slides and Text**

- Title Slide
- Placeholders
- Adding Text
- Adding Slides and Slide Layouts
- Using Bullets
- Changing Line Heights

## **Lesson 3-Slide Masters**

- Working with Slide Masters
- Theme Slide Master vs. Layout Slide Masters
- Creating a Custom Layout
- Returning to the Slide Presentation

## **Lesson 4-Adding Graphics**

- Pictures or Images
- Clip Arts
- Smart Art
- To Adjust the Format of the Text Elements
- Convert Bullets to Smart Art

## **Lesson 5-Charts**

- PowerPoint Charts
- To Adjust the Format of the Text Elements
- Using Paste to Copy an Excel Chart in a PowerPoint Slide
- Using Paste Special to Link to an Excel Chart in a PowerPoint Slide
- Using Paste Special to Copy and Excel Chart to a PowerPoint Slide as a Image

## **Lesson 6-Shape Objects**

- Adding a Shape Object
- Adding Text to a Shape
- Modifying/Formatting a Shape
- To Adjust the Format of the Text Elements
- Aligning and Distributing Shapes
- Connecting and Grouping Shapes
- Changing the Order/Layer of Shapes
- Selection and Visibility Pane
- Text Boxes

## **Lesson 7-Managing Your Presentation**

- Spell Check
- Slide Sorter View
- Speaker Notes
- Create Audience Handouts

## **Lesson 8-Delivering a Presentation**

- Transitions
- Standard Animation
- Save as a Show

- Package for CD
- Run a Slide Show

## **Final Project:**

Creating a full presentation utilizing all learned functions

## **Resources**

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For most current outlines, please visit our [website](#).