

# ON LINE SERVICES

Computer Training & Support

## PowerPoint 2000: Introduction

### Course Description

**Overview:** Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint 2000, including how to start the program, create and edit slides, incorporate clip art and charts, and run a slide show.

**Objectives:** Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Start the PowerPoint program, identify on-screen features, and navigate through a presentation.
- \* Create and edit bullet slides.
- \* Use PowerPoint's drawing tools to create a slide.
- \* Incorporate clip art and WordArt objects in a slide.
- \* Create and enhance organization charts, and create and edit charts by using Microsoft Graph.
- \* Change the overall appearance of a presentation using design templates and the Slide Master.
- \* Run a slide show, become familiar with slide show options, and add notes to a slide.

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### Course Outline

#### Lesson 1: Introduction to PowerPoint

Starting PowerPoint & opening a presentation  
Orientation to PowerPoint presentation screen  
Orientation to views

Creating an organization chart  
Organization-chart options  
Orientation to Microsoft Graph  
Editing a column chart

#### Lesson 2: Beginning a presentation

Creating a title and bullet slide in Slide view  
Creating a slide in Outline view  
Editing slides  
Spelling

#### Lesson 6: Templates and the Slide Master

Selecting and applying a template  
Changing text and bullets in the Slide Master  
Removing Slide Master objects and adding a footer

#### Lesson 3: Drawing tools

Working with drawing tools  
Working with text and drawn objects  
Enhancing drawn objects

#### Lesson 7: Slide shows, output, & presentation options

Slide show options  
Adding transitions and animation to a slide show  
Running a manual and an automatic slide show  
Working with speaker notes  
Printing a presentation

#### Lesson 4: Clip art and WordArt

Using clip art  
Using WordArt

#### Lesson 8: Saving presentations for Internet viewing and delivery

Using HTML as a PowerPoint file format

#### Lesson 5: Organization charts & Graph

**Additional Information:** This course has been designed to help students partially prepare for the *Proficient User Certification* for the Microsoft Office User Specialist Certification for PowerPoint 2000 at the Expert level.

**What's next?** PowerPoint 2000 Introduction is the first course in this series. PowerPoint 2000 Advanced the next course in this series teaches students how to use advanced features of PowerPoint 2000.