



## Microsoft PowerPoint 2003 Introduction

### EXPLORING POWERPOINT

- Starting PowerPoint
- Working with PowerPoint Windows
- Using Menu Commands
- Displaying/Hiding Toolbars & Buttons
- Moving & Resizing Toolbars
- Changing Menu & Toolbar Options
- Using the Task Pane
- Exiting PowerPoint

### CREATING A BASIC PRESENTATION

- Entering Text into a Presentation
- Creating/Saving a New Presentation
- Opening/Closing a Presentation
- Adding a New Slide
- Creating a New Folder
- Renaming an Existing Presentation

### USING POWERPOINT VIEWS & TEMPLATES

- Selecting a Design Template
- Using Content Templates
- Navigating Slides
- Using/Switching Views
- Changing the Magnification
- Changing Slide Layout & Design Template
- Creating Speaker Notes

### EDITING & PROOFING TEXT

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text Between Slides
- Using Paste Options
- Using the Clipboard Task Pane
- Using Undo & Redo
- Finding & Replacing Text
- Using the Spelling Checker
- Creating an AutoCorrect Entry

### PRINTING PRESENTATIONS

- Printing Presentations, Slides & Outlines
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Handouts & Speaker Notes
- Creating Headers & Footers

### FORMATTING PRESENTATION TEXT

- Changing Font, Sizes, Styles & Effects
- Changing Font Color
- Using the Format Painter
- Changing Text Alignment
- Setting Tab Stops
- Modifying Paragraph Spacing
- Using the AutoFit Options
- Setting Style Check Options

### USING SLIDE SORTER VIEW

- Selecting Multiple Slides
- Copying & Duplicating Slides
- Moving & Deleting Slides

### USING GRAPHIC IMAGES

- Using the Clip Art Task Pane
- Selecting Slide Layouts
- Inserting Clip Art Images
- Cropping/Recoloring a Picture
- Moving, Resizing & Formatting a Graphic
- Organizing Clips

### CREATING TRANSITIONS & PRESENTING

- Running/Navigating a Slide Show
- Setting Slide Transitions
- Adding Speaker Notes
- Using the Pen Tool to Annotate
- Adding Action Items