

## Microsoft PowerPoint 2003

PowerPoint 2003 software enables the user to design and create presentations for business, personal or other purposes. Presentations can be constructed in many different formats, ranging from digital for display using projectors, to overheads, 35 mm slides and other media. The user has complete control over the look and design of presentations and can incorporate logos, pictures and charts or graphs with ease.

PowerPoint 2003 has some excellent features over earlier versions, such as the projector wizard and improved laptop support, making it even simpler to create presentations and use them anywhere. This software is, therefore, an extremely powerful and versatile business tool that will allow you to construct many different types of presentation to highly professional standards.

The **Beginners** course covers creating presentations using the wizards and using other views such as slide sorter and outline view. It also includes basic formatting and editing, the use of clipart and graphics, transition effects and running a presentation. The **Intermediate** course covers more advanced editing techniques such as WordArt, AutoShapes, graphs and charts as well as the integration with other windows based software such as Word and Excel.

The following lists are by no means exhaustive; however they cover many of the features you will learn from the individual training courses. Each separate course takes about 10 hours to complete.

### Beginners

- Starting with PowerPoint
- Menus & Toolbars
- Open, Close & Save
- Views and Zooming
- New Presentations
- Slide Layouts
- Placeholders
- Insert & Delete Slides
- Adding & Editing Text
- Navigating Presentations
- Print Presentations and Handouts
- Multiple Presentations
- Fonts, Font Size & Colour
- Subscript, Superscript & Emboss
- Inserting Excel Charts
- Inserting Picture Files
- Setting Slide Transitions
- Rehearsing Timings
- Using Pens in a Slide Show
- Using Help

### Intermediate

- Moving & Copying Slides
- Inserting Slides from other Presentations
- Headers & Footers
- Numbering Slides & Handouts
- Orientation & Slide Size
- Hidden Slides
- Tabs Indents and Text Spacing
- Format Painter
- Auto Format & Auto Correct
- Symbols & characters
- Text Boxes
- Formatting Text Boxes and AutoShapes
- Find & Replace
- Replacing Fonts
- Creating PowerPoint Tables
- Creating PowerPoint Charts

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