



CenterPoint Solution, LLC

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MICROSOFT® POWERPOINT® 2003 - BEGINNING LEVEL

Course Description:

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office® PowerPoint® 2003 to give electronic presentations.

Who Should Take This Course:

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations.

Achieved Results:

You will create effective basic Microsoft® Office® PowerPoint® 2003 presentations for delivery in front of an audience.

Course Outline:

- An Orientation to PowerPoint®
- Create and Add Slides to a Presentation
- Formatting Text Slides
- Adding Tables to a Presentation
- Create Charts
- Modifying Objects
- Add Pictures and AutoShapes
- Arranging Slides, Adding Transitions and Packaging Presentations