

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Introduction to  
Microsoft  
PowerPoint  
2000 - 2003**

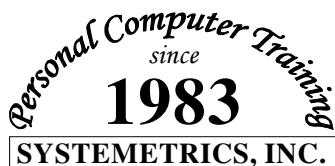
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and using a mouse.

**Environment:** Microsoft Windows

**Version(s):** Versions 2000 through 2003. Taught using PowerPoint 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in PowerPoint.



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**Who Should Take This Seminar:** *Introduction to Microsoft PowerPoint 2000 - 2003* is designed to introduce the student to PowerPoint, the popular graphics and presentation software. Upon completion of this seminar the student will be able to create, edit, organize, and animate slides, organize slides into a presentation, and show the presentation. The various types of printouts will also be covered. This seminar should not be taken by people using PowerPoint 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

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**Seminar Outline**

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**I. Creating Slides**

- A. Title
- B. Bulleted
- C. Chart/Graph
  - 1. Bar
  - 2. Pie
- D. Organization
- E. Others
- F. Importing slides from other presentations
- G. Importing data from Microsoft Excel

**II. Editing Slides**

- A. Changing text formatting (bold, italic, etc.)
- B. Creating text boxes
- C. Changing the format of a single slide
- D. Changing the format of all slides (slide master changes)
- E. Changing the template
- F. Spell checking the presentation
- G. Copying and moving objects
- H. Ungrouping objects

**III. Managing The Presentation**

- A. Printing
- B. Using the outliner view
  - 1. Indenting items
  - 2. Using the Outlining Toolbar
- C. Using the slide sorter view
- D. Creating screen shows

**IV. Enhancing A Presentation**

- A. Inserting objects (MS WordArt)
- B. Using the drawing tools
  - 1. Copying objects
  - 2. Aligning objects
- C. Animating slide elements