

SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

Introduction to Microsoft PowerPoint

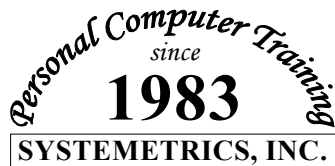
Duration: 1 day (6 hours)

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.



SYSTEMETRICS, INC.
95 Sockanosset Crossroad
Cranston, Rhode Island 02920

Telephone: (401) 275-2200

Who Should Take This Seminar: *Introduction to Microsoft PowerPoint 2000* is designed to introduce the student to PowerPoint 2000, 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. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

Seminar Outline

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