



PowerPoint 2002: Introduction

Course length: 1 day

Overview: Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint.

Prerequisites: *Windows 2000: Introduction*

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Start the PowerPoint program, identify on-screen features, and navigate through a presentation.
- Create and edit bullet slides.
- Use PowerPoint drawing tools to create a slide.
- Incorporate clip art and WordArt objects in a slide.
- Create and enhance organization charts, and create and edit graphs.
- Change the overall appearance of a presentation by using design templates and the Slide Master.
- Run a slide show, become familiar with slide show options, and add notes to a slide.
- Preview and save a PowerPoint presentation as a Web page and open a locally stored presentation in Internet Explorer.