

PowerPoint 2002 Foundation Overview

Introduction to PowerPoint

- What is PowerPoint 2002?
- Starting PowerPoint
- The opening PowerPoint screen
- PowerPoint and Microsoft office
- Slides and presentations
- Opening an existing presentation
- Saving a presentation
- Closing a presentation and exiting PowerPoint

The PowerPoint screen and views

- The standard toolbar
- The formatting toolbar
- Status bar
- The view icons
- Normal view
- Outline view
- Slide view
- Slide show view

Using autolayout

- Choosing an auto layout
- The title slide
- Bulleted list
- Two column text
- Table
- Text and chart
- Organization chart
- Chart (i.e. Graphs)
- Text and clipart
- Blank (slide)

Using the autocontent wizard

- Starting the auto content wizard
- Selecting a presentation type within the auto content wizard
- Presentation type
- Presentation titles, footers and slide numbers
- Completing the wizard
- The finished presentation
- The presentation content

Creating a simple text slide

- Creating a new blank presentation
- Selecting a slide layout

- Simple text slide
- To insert a new slide
- Deleting and re-ordering slides within a presentation
- Manipulating slide information within normal and outline view
- Creating notes for your slides

Formatting and proofing text

- Formatting options
- Select then do!
- Text formatting

Pictures and backgrounds

- The drawing toolbar
- Using the drawing tools
- Auto shapes
- Using clipart
- Selecting objects
- Grouping and un-grouping objects
- Re-sizing objects
- Aligning objects
- Moving objects
- Rotating objects
- Cutting, copying, pasting and duplicating
- Moving objects forwards or backwards
- Applying and creating color schemes
- Adding a custom background
- The format painter

Printing a presentation

- How do you want to print your presentation?
- The print dialog box

Creating and running a slide show

- What is a slide show?
- Navigating through a slide show
- Slide show transitions
- Slide show timings
- Slide show annotations
- Hidden slides
- Animation effects
- Meeting minder
- Slide show shortcut

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