

# ONE DAY COURSE OUTLINE

## POWERPOINT 2002/2003

Course Ref: INF417

**Prerequisites:** This course assumes no prior knowledge of PowerPoint, however it would be beneficial to have a general understanding of Windows including working with and copying files and locating folders.

**Target Audience:** This course is designed for people who need to know how to use PowerPoint to create computer presentations. It is ideal for those who work in areas where presenting information in an effective manner is important.

### Learning Outcomes:

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- Start and navigate around PowerPoint
  - Create a presentation
  - Work with text in PowerPoint
  - Insert and modify clip art in your presentation
  - Create tables, charts and diagrams in a presentation
  - Create organisational charts in presentations
  - Use various drawing objects to create simple drawings
  - Create slide masters for use in presentation
  - Create animations in a presentation
  - Navigate slide shows in PowerPoint
  - Use a range of printing techniques and view your presentation as web pages
  - Create and use templates and colour schemes
  - Access and use the help system
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