

# AVP Training

## Computer Software Training & Consulting

### PowerPoint 2003 Introduction (Level 1)

#### General Description

Obtain the skills necessary to produce and present smart looking presentations incorporating Clip Art and animations

#### Learning Outcomes

Identify and operate the main screen components of PowerPoint

Manage and navigate existing presentations

Design and create new presentations

Insert and modify Clip Art

Add basic drawn objects and create a simple flowchart

Use preset animation schemes and apply custom animation to text and objects

Include speaker notes, create hyperlinks and conduct slide shows

Produce a variety of presentation printouts and publish presentations as web pages

Access and use the Help system within PowerPoint

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Microsoft Windows

<b>Course Topics</b>  PowerPoint 2003 Introduction (Level 1)	PowerPoint 2003 Orientation
	Managing Presentations
	Creating Presentations
	Clip Art
	Drawing Objects
	Animation
	Organising Slide Shows
	Printing & Publishing
	Accessing Help

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