

# PowerPoint Basics

## (PowerPoint 2003 - Level I)



### **THE FUNDAMENTALS**

- Understanding the PowerPoint Screen
- Creating a New Presentation
- Keystroke & Right Mouse Shortcuts
- Moving Around in Your Presentation
- Viewing & Printing Your Presentation

### **EDITING A PRESENTATION**

- Inserting, Moving and Deleting Slides
- Using the Outline Pane
- Viewing and Rearranging a Presentation's Outline
- Selecting, Editing, Replacing & Deleting Text
- Inserting Symbols and Special Characters
- Working in Slide Sorter View
- Adding Notes to Your Slides
- Collecting and Pasting Multiple Items

### **WORKING WITH GRAPHICS**

- Inserting ClipArt
- Drawing AutoShapes
- Grouping / Ungrouping Objects

### **FORMATTING YOUR PRESENTATION**

- Formatting Fonts with the Formatting Toolbar
- Advanced Font Formatting with Font Dialog
- Using the Format Painter
- Working with Bulleted Numbers and Lists
- Adding Headers and Footers
- Choosing a Design Theme
- Choosing a Color Scheme

### **DELIVERING YOUR PRESENTATION**

- Working with the Slide Sorter View
- Using Slide Transitions
- Saving Your Presentation as a PowerPoint Show
- Printing Handouts and Notes