



PowerPoint 2003: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows 2000: Basic* or equivalent experience

Unit 1: Getting started

Topic A: Exploring the PowerPoint environment

Topic B: Getting help

Topic C: Closing presentations and closing PowerPoint

Unit 2: Building new presentations

Topic A: Creating new presentations

Topic B: Saving presentations

Topic C: Working in the Outline tab

Topic D: Rearranging and deleting slides

Topic E: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Exploring text formatting

Topic B: Working with text

Topic C: Setting tabs and alignment

Unit 4: Using drawing tools

Topic A: Drawing objects

Topic B: AutoShapes

Topic C: Working with text in objects

Topic D: Modifying objects

Unit 5: Working with graphics

Topic A: Working with WordArt

Topic B: Adding clip art

Topic C: Using images

Unit 6: Using tables and charts

Topic A: Working with tables

Topic B: Creating and modifying charts

Topic C: Creating organization charts

Unit 7: Modifying presentations

Topic A: Using templates

Topic B: Working with the slide master

Topic C: Adding transitions and timings

Topic D: Adding speaker notes and footers

Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations

Topic D: Saving presentations for Web delivery

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives