



Microsoft® PowerPoint® 2003: introduction

HP recommends Windows
Vista™ Business.

[» Small & Medium Business](#)[» Shopping cart](#)
Your cart is empty

Browse & Buy

- [» Products](#)
- [» Special offers](#)
- [» Easy financing](#)
- [» Find a reseller](#)
- [» Other ways to buy](#)

- [» Support & Drivers](#)
- [» Solutions](#)
- [» Services](#)

Hello, **Karin**[» Sign out](#)[» Learning center](#)

- [» My classes](#)
- [» All classes](#)
- [» Help](#)
- [» Contact us](#)
- [» Tell a friend](#)

- [» News & Events](#)
- [» Request printed catalog](#)

Class overview



With PowerPoint, anyone can put together attractive and information-rich presentation graphics for businesses, non-profits, and family events. And PowerPoint 2003 is easier and packed with more features than ever before. In this class, you'll learn how to harness PowerPoint's built-in templates, color schemes, and other easy-to-use features to create simple, but effective presentations that will help you get your message across.

Microsoft® PowerPoint® 2003: introduction

Length: **6 lessons**

Lessons will be posted on Mondays and Thursdays. Access to lessons will be available until the class 'end' date.

Start/end dates: **Apr 12, 2007 - May 25, 2007**

- [» Message board](#)
- [» Recommended materials](#)
- [» Tell a friend](#)



Unposted lessons

- [» Getting started with Microsoft PowerPoint 2003](#)
- [» Working with text](#)
- [» Formatting your presentation](#)
- [» Inserting and modifying clip art and photos](#)
- [» Other graphic objects](#)
- [» On with the slide show](#)

Lessons

- [» Take class survey. Don't forget to take our brief survey when you are done with this class. Your opinion counts.](#)

Lesson 1: Getting started with Microsoft PowerPoint 2003

We'll start with an introduction to PowerPoint where you'll learn the basics of creating a new presentation, navigating PowerPoint's controls, and saving and printing your work. You'll also create a few types of simple presentations.

- [» Lesson](#)
- [» Assignment: Create a new presentation](#)
- [» Quiz: Lesson 1, quiz 1](#)
- [» Message board](#)

Lesson 2: Working with text

It's time to learn about text: how to enter and edit it with placeholders and with the Outline pane, as well as how to make it behave in both automatically generated placeholder boxes and manual text boxes. You'll also look at the spelling checker, which can help you avoid embarrassing typos.

- [» Lesson](#)
- [» Assignment: Insert text in a presentation](#)
- [» Quiz: Lesson 2, quiz 1](#)
- [» Message board](#)

Lesson 3: Formatting your presentation

In this lesson, you'll learn how to work with slide layouts, rearrange the order of the slides, and then apply text formatting. You'll learn how to both change the layout for an existing slide and insert a new slide with an alternative layout.

- [» Lesson](#)
- [» Assignment: Practice your presentation](#)
- [» Quiz: Lesson 3, quiz 1](#)
- [» Message board](#)

Lesson 4: Inserting and modifying clip art and photos

PowerPoint is about much more than just text! In this lesson, you'll learn how to select, insert, and modify clip art and digital photography to enhance your presentations, including how to resize an image and change clip art colors.

- [» Lesson](#)
- [» Assignment: Play with images](#)
- [» Quiz: Lesson 4, quiz 1](#)
- [» Message board](#)

Lesson 5: Other graphic objects

PowerPoint supports many object types, both natively and through import. In this lesson, you'll examine the other types of artwork that PowerPoint can create, including diagrams, graphs, tables, and WordArt, and you'll learn how to import objects into PowerPoint from almost any other program.

- [» Lesson](#)
- [» Assignment: Insert graphics](#)
- [» Quiz: Lesson 5, quiz 1](#)
- [» Message board](#)

Lesson 6: On with the slide show

In this final lesson, you'll put the finishing touches on the slides, and then share them with others. You'll learn how to create transitions and animations, how to operate the onscreen controls for showing a presentation, and how to make your presentation available to others.

- [» Lesson](#)
- [» Assignment: Add transitions and effects](#)
- [» Quiz: Lesson 6, quiz 1](#)
- [» Message board](#)
- [» Take class survey. Your opinion counts. Please take our brief survey.](#)

Instructor



» Karin Rex

Karin Rex is a nationally known technology trainer and frequently writes and speaks on various facets of the Internet, as well as other technology-related topics. Since 1989, Karin has owned ComputerEase, a Pennsylvania-based computer training and technical writing company. When she is not teaching online, Karin devotes her time to course development, writing, consulting, classroom instruction, and public speaking.

[» Interact with Karin and other students on the message board](#)