

Introduction to PowerPoint 2003

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Current Session

Enrollment is open:
April 6 to May 3

Course ends:
May 10

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What You'll Learn

- Create a presentation based on a template
- Change a presentation's color scheme
- Type, edit, and format text
- Change a slide's layout
- Insert clip art and other graphics
- Sort and manage groups of slides
- Deliver a slide show onscreen

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Lessons

1. Getting Started with Microsoft® PowerPoint 2003
2. Working with Text
3. Formatting Your Presentation
4. Inserting and Modifying Clip Art and Photos
5. Other Graphic Objects
6. On with the Slide Show

Instructor(s)



Karin Rex

Karin Rex is well versed in presentation technology and content as well as delivery. She's a nationally known technology trainer who frequently writes and speaks on a wide range of tech and business topics. Since 1989, Karin has owned ComputerEase, a Pennsylvania-based computer training and technical writing company. When she's not teaching online, Karin devotes her time to course development, writing, consulting, classroom instruction, and public speaking.