

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

Ref No: DDICAU32A

Elements of Competency

Create presentations

- Open a presentation package application and create a simple design for a presentation according to organisational requirements
- Open a blank presentation and add text and graphics
- Apply existing styles within a presentation
- Use presentation template and slides to create a presentation
- Use various tools to improve the look of the presentation
- Save presentation to correct directory

Customise basic settings

- Adjust display to meet user requirements
- Open and view different toolbars to view options
- Ensure font settings are appropriate for the purpose of the presentation
- View multiple slides at once

Format presentation

- Use and incorporate organisational charts, bulleted lists and modify as required
- Add objects and manipulate to meet presentation purposes
- Import objects and modify for presentation purposes
- Modify slide layout, including text and colours to meet presentation requirements
- Use formatting tools as required within the presentation
- Duplicate slides within and/or across a presentation
- Reorder the sequence of slides and/or delete slides for presentation purposes
- Save presentation in another format
- Save and close presentation to disk

Add slide show effects

- Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation
- Add slide transition effects to presentation to ensure smooth progression through the presentation
- Test presentation for overall impact
- Use onscreen navigation tools to start and stop slide show or move between different slides as required

Print presentation and notes

- Select appropriate print format for presentation
- Select preferred slide orientation
- Add notes and slide numbers
- Preview slides and spell check before presentation
- Print the selected slides and submit presentation to appropriate person for feedback

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Number of Pages	237
Audience	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1132B Operate a Presentation Package (PowerPoint 2003). This manual is a learning resource and is not an assessment tool.
Prerequisites	Basic Computer skills. Knowledge of PowerPoint is not necessary.
Course Length	In a training environment this manual is suitable for approximately Two days.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Elements of Competency

Starting PowerPoint

Starting PowerPoint from a Shortcut

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing the Font size

Saving a Presentation

Adding a Slide

Adding the Slide

Typing Bulleted Text

Customising the Toolbar

Spacing

Creating a 2 Column Text Slide

Typing the Slide's Content

Text and Clip Art

Inserting Clip Art

Sizing the Picture

Moving the Picture

The Last Slide

Deleting an Object

Inserting the Picture

Design Templates

Applying a Template

Printing

The AutoContent Wizard

Your role in this presentation

The PowerPoint Screen

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

Viewing Slides

The Scroll Buttons

Different Views

Normal View

Normal View with Slides

The Outline Tab

Spelling

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

Notes Page View

Typing a Note

Arranging Panes

Slide Previews

Design Templates

Applying a Template

Slide Shows

Skill Builder

Object and Text Editing

Moving and Sizing Objects

Adding a Slide

Adding Text to the Slide

Removing a Bullet

Skill Builder

Paragraph Spacing

Adding Objects

Adding an AutoShape

Typing Text into the Object

Changing the Fill Color

A Textured Fill

Object Rotation

Object Placement

Font Color

Adjusting Objects

Drawing a Callout

The Adjustment Handle

Adding Other Objects

Adjustment Examples

Skill Builder

Formatting Techniques

Format Painter

Embossed Text

Object Formatting

Object Shadows

Shadow Settings

Changing AutoShapes

Exercise

Connecting Lines

Drawing Connecting Lines

Adjusting the Connector

Grouping the Object

Selecting all Objects

Skill Builder

Text Editing

Selecting the Text Object

Choosing a Bullet

Paragraph Spacing

Customised Bullets

Picture Bullets

Indents

The Ruler in detail

Setting Indents

Exercise

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Demoting/Promoting Text

Demoting Text

Copying and Pasting Text

Copying Text

Pasting Text

Converting a Paragraph

Promoting/Demoting Text in Outline View

Normal View

The Outlining Toolbar

Moving Text between Slides

Deleting a Slide

Adding a Slide in the Outline Pane

Exercise

Find and Replace

Modifying the Toolbar

Saving a Presentation as a Web Page

Inserting Charts

Inserting the Chart

The Datasheet

Deleting Columns and Rows

Changing Column Widths

Changing the Chart Type

Sizing the Chart

Sizing the Legend

Deleting an Axis

Rotating a Chart

A Data Table

Formatting the Chart

Returning to PowerPoint

Clip Art

Accessing Clips

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

The Picture Toolbar

Clip Color

Cropping a Picture

Picture Borders

More Lines

Searching Clip Art

Washout

Inserting a Photograph

Inserting a Photograph

Editing Clip Art

Inserting the Picture

Ungrouping a Picture

Formatting Parts of a Picture

Altering the Position

Grouping the Picture

Organization Charts

Starting the Organization Chart

Typing the Text

Adding Subordinates

Adding a Co-worker

Adding an Assistant

Styles

Box Formatting

Box Shadows

Colors

Line Formatting

Sizing the Organization Chart

Media Clips

Inserting the Media Clip

Viewing the Media Clip

Exercise

Tables

Inserting a Table

The Completed Table

Merging Cells

Adding a Row

Vertical Alignment

Using the Table Icon

Inserting the Table

Formatting the Table

Changing Column Widths

Changing Row Height

Inserting a Column

Inserting a Row

Deleting a Row

Deleting a Column

Table Borders

Drawing a Table

Using the Eraser

WordArt

The WordArt Gallery

Editing the Text

The WordArt Toolbar

The Adjustment Handle

Slide Masters

Adding Objects to the Master

Adding a Logo to all Slides

Formatting the Object Area

Slide Numbering

Dates and Times

Slide Number Text

The Title Master

Notes and Handouts

Viewing the Notes Master

The Notes Master

Handouts

Changing the Handout Master

Printing

Printing Notes Pages

Printing Handouts

Printing the Outline

Slide Shows

Running a Slide Show

Keyboard Help

Timing and Transitions

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Timings and Speed
Timing and Transition Icons
Preset Animations
Custom Animation
Animating the Title
Animating the Bulleted Text
Animating a Picture
Animating a Chart
Setting Up a Show
Annotating Slides
Annotating the Slide
Ink Colour
Black Screen
Speaker Notes
Displaying Speaker Notes
Viewing the Notes Pages
Package for CD
Copy to Folder
Copy to CD
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Slide Two
Slide Three
Slide Four
Slide Five
Slide Six
Presentation Two
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Slide Two
Slide Three
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Slide Five