

# Operate a Presentation Package

PowerPoint 2002  
ICAU1132A



A Two-Day Guide

Ref No: DDICAU32X

## 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 templates 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

### 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 form for presentation
- Select preferred slide orientation
- Add notes and slides numbers
- Print the selected slides and submit presentation to appropriate person for feedback

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<b>Audience</b>	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1132A Operate a Presentation Package (PowerPoint 2002). This manual is a learning resource and is not an assessment tool.
<b>Prerequisites</b>	Basic Computer skills. Knowledge of PowerPoint is not necessary.
<b>Course Length</b>	In a training environment this manual is suitable for approximately Two days.
<b>Course Structure</b>	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  
**Presentation One**  
Slide One  
Slide Two  
Slide Three  
Slide Four  
Slide Five  
Slide Six  
**Presentation Two**  
Slide One  
Slide Two  
Slide Three  
Slide Four  
Slide Five  
Slide Six