



PowerPoint 2003 Topics

Beginner

The PowerPoint Environment

Orientation to Views

Navigate Through a Presentation

Edit Slide Text

Run a Slide Show

Create a New Presentation

Change Background Color

Add Slides to a Presentation

Enter Text

Create a Presentation from a Microsoft Word

Outline

Formatting Text Slides

Apply Character Formats

Align Text

Change Line Spacing

Change Indents

Create a Table

Format Tables

Insert a Table from Microsoft Word

Create a Column Chart

Edit Chart Data

Change Chart Type

Insert a Chart from Microsoft Excel

Resize Objects

Copy and Duplicate Objects

Format Objects

Group and Ungroup Objects

Change the Order of Objects

Add Clip Art

Add a Picture from a File

Draw Lines and Shapes

Insert WordArt

Arrange Slides

Add Transitions

Create Speaker Notes

Send a Presentation to Microsoft Word

Print the Presentation

Package a Presentation for CD

Advanced

Define Design Template Characteristics

Create a Custom Color Scheme

Set Up a Slide Master

Format Custom Bullets

Add a Footer

Modify the Notes Master

Working with Organization Charts

Update an Organization Chart

Applying a Chart Layout

Create a Diagram

Draw a Flowchart

Add Sound and Movies

Add Animation

Emphasize Objects

Set a Motion Path

Set the Order of Effects

Create a Group Home Page with the
AutoContent Wizard

Hyperlink to a Web Page

Publish as a Web Page

Set Password Protection

Work with Comments

Send a Presentation for Review

Merge Revision Copies

Apply Reviewer Changes

Hyperlink Within PowerPoint

Add an Action Button

Set Up a Custom Show

Annotate a Presentation

Working with Narrations and Slide Timings

Set Up a Slide Show to Repeat Automatically