

PowerPoint 97 Introduction

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about PowerPoint 97. We recommend you first take a Windows class before PowerPoint 97 Introduction.

Course Content

Lesson 1: Introduction to PowerPoint

- Starting PowerPoint and Opening a Presentation
- Orientation to the PowerPoint Presentation Screen
- Orientation Views

Lesson 2: Beginning a Presentation

- Creating Title and Bullet Slide in Slide View
- Creating Slides in Outline View
- Editing Slides
- Checking Spelling

Lesson 3: Drawing Tools

- Working with Drawing Tools
- Working with Text and Drawn Objects
- Enhancing Drawn Objects

Lesson 4: Clip Art and WordArt

- Using Clip Art
- Using WordArt

Lesson 5: Organization Charts and Microsoft Graph

- Creating an Organization Chart
- Organization Chart Options
- Orientation to Microsoft Graph
- Editing a Column Chart

Lesson 6: Templates and the Slide Master

- Selecting and Applying a Template
- Changing Text and Bullets in the Slide Master
- Removing Slide Master Objects and Adding a Footer

Lesson 7: Slide Shows, Output, and Presentation Options

- Slide Show Options
- Adding Transitions and Animation to a Slide Show
- Running a Manual and an Automatic Slide Show
- Working with Speakers Notes
- Printing a Presentation