

PowerPoint 2000 foundation

Introduction to PowerPoint

- ◆ What is PowerPoint 2000?
- ◆ Starting PowerPoint
- ◆ The opening PowerPoint screen
- ◆ PowerPoint and Microsoft office
- ◆ Slides and presentations
- ◆ Opening an existing presentation
- ◆ Saving a presentation
- ◆ Closing a presentation and exiting PowerPoint

The PowerPoint screen and views

- ◆ The standard toolbar
- ◆ The formatting toolbar
- ◆ Status bar
- ◆ The view icons
- ◆ Normal view
- ◆ Outline view
- ◆ Slide view
- ◆ Slide show view

Using autolayout

- ◆ Choosing an autolayout
- ◆ The title slide
- ◆ Bulleted list
- ◆ Two column text
- ◆ Table
- ◆ Text and chart
- ◆ Organization chart
- ◆ Chart (i.e. Graphs)
- ◆ Text and clipart
- ◆ Blank (slide)

Using the autocontent wizard

- ◆ Starting the autocontent wizard
- ◆ Selecting a presentation type within the autocontent wizard
- ◆ Presentation type
- ◆ Presentation titles, footers and slide numbers
- ◆ Completing the wizard
- ◆ The finished presentation
- ◆ The presentation content

Creating a simple text slide

- ◆ Creating a new blank presentation
- ◆ Selecting a slide layout

- ◆ Simple text slide
- ◆ To insert a new slide
- ◆ Deleting and re-ordering slides within a presentation
- ◆ Manipulating slide information within normal and outline view
- ◆ Creating notes for your slides

Formatting and proofing text

- ◆ Formatting options
- ◆ Select then do!
- ◆ Text formatting

Pictures and backgrounds

- ◆ The drawing toolbar
- ◆ Using the drawing tools
- ◆ Autoshapes
- ◆ Using clipart
- ◆ Selecting objects
- ◆ Grouping and un-grouping objects
- ◆ Re-sizing objects
- ◆ Aligning objects
- ◆ Moving objects
- ◆ Rotating objects
- ◆ Cutting, copying, pasting and duplicating
- ◆ Moving objects forwards or backwards
- ◆ Applying and creating color schemes
- ◆ Adding a custom background
- ◆ The format painter

Printing a presentation

- ◆ How do you want to print your presentation?
- ◆ The print dialog box

Creating and running a slide show

- ◆ What is a slide show?
- ◆ Navigating through a slide show
- ◆ Slide show transitions
- ◆ Slide show timings
- ◆ Slide show annotations
- ◆ Hidden slides
- ◆ Animation effects
- ◆ Meeting minder
- ◆ Slide show shortcuts