

# Refine-IT

## Course Outline - MS PowerPoint 2002 Drawing

**Overview and Goals** - to produce professional presentation materials incorporating drawing and flow charting symbols. To be able to modify drawn objects and symbols to create special effects.

**Course Objectives** - to understand and use rulers and guides when drawing objects and symbols. To be able to draw and manipulate AutoShapes that can contain text, to apply special effects to objects. To prioritise the order of objects, change their alignment on the slide, and how to group and ungroup objects together.

**Who Should Attend** - existing PowerPoint users

**Duration** – Half day

- Understanding and Using Rulers and Guides
- Drawing AutoShapes
- Drawing Basic Shapes/Lines
- Changing Line Style/Adding Arrowheads
- Changing Line Thickness
- Adding Shadow/3-D Effects
- Grouping/Ungrouping/Regrouping Objects
- Re-Arranging Object Order
- Align and Arrange Objects
- Rotating & Flipping
- Adding Objects to the ClipArt Gallery
- Nudging
- Snapping to Guides
- Copy Object Styles
- Diagram Gallery



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

Many more courses are available including MS Word, Outlook, Internet, Excel, Project, Access, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

**[www.refine-it.co.uk](http://www.refine-it.co.uk)**