

# Refine-IT

## MS PowerPoint 2002 - Introduction

**Overview and Goals** - to produce professional presentation materials using the templates provided for consistency and ease.

**Objectives** - Use the editing features to enable text to be formatted in a number of ways, and to insert and modify graphics.

**Who Should Attend** - New users with experience of Windows and using a mouse

### Introduction

- Opening PowerPoint
- Screen Geography
- What's new since 2000

### Creating a New Presentation

- Choosing Page Layouts
- Understanding and Using Templates
- Using Click Here Prompts
- Creating New Pages
- Using Bulleted Lists
- Using Undo/Redo
- Cut, Copy and Paste
- Creating Duplicates
- Moving Around in your Presentation
- Selection Methods

### File Management

- Saving a Presentation
- Closing a Presentation
- Opening an Existing Presentation

### Views

- Slide Miniature View
- Black and White View
- Printing

### Modifying a Presentation

- Text Attributes
- Text Colour
- Changing the Bullet Type
- Line Spacing
- Changing Case
- Replace Fonts
- Copying Formats
- Changing Slide Layouts
- Changing the Backgrounds
- Changing Colour Schemes
- Using the Zoom

### Inserting Graphics

- Adding and modifying ClipArt
- Adding Auto shapes
- Fitting text into Auto shapes
- Adding WordArt
- Using the web for more ClipArt



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