

# Microsoft PowerPoint 2000

## Module 1 (With Practice Extensions)

### General Information

**General Description:**

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2000 to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

**Learning Outcomes:**

At the completion of this courseware participants will be able to:

- work with toolbars, menu commands and keyboard shortcuts
- work with chart, tables and text boxes in a presentation
- open, save and close a presentation
- add, edit and import text
- use clipart, tables, charts and organization charts to enhance presentations
- use the drawing tools and animation
- modify the slide master use templates and create custom templates
- print the presentation in a number of ways including slides, transparencies and handouts
- setup and run a slide show
- create hyperlinks to other slide shows or applications
- exit correctly from PowerPoint 2000
- understand the relevant health and safety issues relating to computer usage

**Target Audience:**

This course is intended for people who wish to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages using PowerPoint 2000.

**Prerequisites:**

This course is designed for participants with little or no knowledge of the software.

**Statistics:**

15 chapters, and 133 pages.

**Approx\* Duration:**

100 exercises. Anticipated duration\* of 17 hours  
14 Practice Extensions

**Course Files:**

Course files are available for this courseware and can be downloaded free of charge from [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

**Methodology:**

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

**Resource Sequence:**

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*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

*This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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Product Code INF173

Series InFocus

ISBN 1 74007 515 3

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