

Microsoft PowerPoint 2002

Module 1

Manual Code CTPP1XP

Professional Series



General Information

General Description:	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2002 effectively.
Learning Outcomes:	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• describe the use of PowerPoint and be familiar with the application window• navigate an existing presentation• design, create and save a presentation• format and manage text and apply WordArt• create tables, charts and diagrams• navigate slide shows and manage hyperlinks• set up shows for kiosks and speakers and pack presentations.• insert and modify clip art• create drawings and layer objects• add slide numbering• animate text, objects and slides• print a range of handouts and publish the presentation as web pages• create and modify templates and work with colour schemes• use media and action buttons in a presentation.
Target Audience:	This course is intended for people who wish to improve their knowledge and skills in the use of PowerPoint 2002.
Prerequisites:	This course is designed for participants with little or no knowledge of PowerPoint 2002. However, basic Windows mouse skills are required.
Statistics:	Over 200 pages of comprehensive information
Course Duration:	80 plus exercises. Anticipated duration* of 12.00 hours
Course Disk:	A course disk is provided with each order
Methodology:	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Resource Sequence:	CTPP1XP – Microsoft PowerPoint 2002 Module 1

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

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