

COURSE NAME	DESCRIPTION	My Notes
Introduction to PowerPoint (PPT2003-01)	Introduction to Presentation Graphics and Microsoft PowerPoint; Starting and Leaving PowerPoint; Screen Elements, Shortcuts Menus, Toolbars, Zoom; Working with each of PowerPoint's Views; Creating a New Presentation, Adding Slides; Opening, Saving and Clo	
PowerPoint Working with Text (PPT2003-02)	Working with Text; Introduction to Editing and Formatting a Presentation; Changing the Slide Layout and Selecting a Design Template	
PowerPoint Formatting Text (PPT2003-03)	Paragraph Formatting Features Such as Indentation, Tabs, Bullets, Numbering, Alignment and Spacing; Using the Format Painter	
PowerPoint Page/Slide Setup, Printing Options, Checking (PPT2003-04)	Slide Setup, Printing and Using the Spelling Checker and Style Checker	
PowerPoint Drawing Objects, AutoShapes (PPT2003-05)	Drawing Objects, AutoShapes and Clip Art, Formatting Options	
PowerPoint Design Concepts (PPT2003-06)	Design Tips and Using the Autocontent Wizard	
PowerPoint Colours, Lines, Patterns and Shading (PPT2003-07)	Using Colours, Lines, Patterns and Shading Objects on a PowerPoint Slide	
PowerPoint Slide Design (PPT2003-08)	Using Colour Schemes and Background Colours	
PowerPoint Editing Graphics Objects and Clip Art (PPT2003-09)	Inserting and Editing Graphics Objects and Clip Art	
PowerPoint Tables (PPT2003-10)	Creating and Editing Tables in a Presentation	
PowerPoint Graphs/Charts (PPT2003-11)	Graph/Chart Concepts, Terminology, Working with Data Sheets and Chart Types; Editing and Formatting Graphs	
PowerPoint Hyperlinks (PPT2003-12)	Creating and Using Hyperlinks in a Presentation, Working with hidden slides Creating button hyperlinks between slides	
PowerPoint Slide Transitions (PPT2003-13)	Improving Slide Shows by Adding Transitions/Animation, Working with Slide Transition, Removing Slide Transition, Making Additional Slide Improvements.	
PowerPoint Master Slides and Master Notes (PPT2003-14)	Editing the Slide Master, Using the Slide Master	
PowerPoint Working with the Notes Area (PPT2003-15)	Using the Notes Area, Notes Headers and Footers	
PowerPoint Organisation Charts (PPT2003-16)	Creating and Editing Organisation Charts	
PowerPoint Slide Shows (PPT2003-17)	Creating Timings, Using the Slide Navigator and Working with Hidden Slides	
PowerPoint Photo Albums (PPT2003-18)	Creating a Quick Photo Album in PowerPoint	

COURSE NAME	DESCRIPTION	My Notes
PowerPoint Web Page Style Presentations (PPT2003-19)	Creating a Web Page Style Presentation	
PowerPoint Slide Shows Animation Effects (PPT2003-20)	Animation Effects Using Custom Animation	
PowerPoint Smart Text Techniques (PPT2003-21)	Working in Outline View, Tips and Techniques	
PowerPoint Smart Slide Show Techniques (PPT2003-22)	Working in Slide Show View, Tips and Techniques	
PowerPoint File Saving Techniques (PPT2003-23)	Creating a Self Running Show, Key Points for Saving PowerPoint Files	
PowerPoint Troubleshooting and Help (PPT2003-24)	Using Help and Troubleshooting Tips and Hints	