



## INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

### MICROSOFT POWERPOINT 2003: Level 1 or Level 2

#### POWERPOINT 2003 LEVEL 1

**Course No. CO340**      **Date: Wed. May 5**  
**Course No. MCO340**    **Date: Tues. June 29**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

##### Course Outline

###### Lesson 1: Getting Started

Exploring the PowerPoint environment; Getting help; Closing presentations and closing PowerPoint

###### Lesson 2: Building New Presentations

Creating new presentations; Saving presentations; Working in the Outline tab; Rearranging and deleting slides; Using slides from other presentations

###### Lesson 3: Formatting Slides

Exploring text formatting; Working with text; Setting tabs and alignment

###### Lesson 4: Using Drawing Tools

Drawing objects; AutoShapes; Working with text in objects

###### Lesson 5: Working with Graphics

Working the WordArt; Adding clip art; Using images

###### Lesson 6: Using Tables and Charts

Working with tables; Creating and modifying charts; Creating organization charts

###### Lesson 7: Modifying Presentations

Using templates; Working with the slide master; Adding transitions and timings; Adding speaker notes and footers; Setting up slide shows

###### Lesson 8: Proofing and Delivering Presentations

Proofing presentations; Running presentations; Printing presentations; Saving presentations for Web delivery

#### POWERPOINT 2003 LEVEL 2

**Course No. MCO347**  
**Date: Tues. June 15**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

##### Course Outline

###### Lesson 1: Building custom presentations

Creating a template from a blank presentation; Adding graphics to a template; Customizing text; Adding a symbol to the footer; Inserting a logo in the footer; Duplicating a slide master; Editing a master; Applying a slide master to selected slides; Renaming a slide master; Using AutoLayout

###### Lesson 2: Using multimedia in presentations

Cropping clip art; Modifying clip art colors, background fills, and lines; Sizing and scaling an object; Rotating an object; Adding a movie clip; Adding sound; Animating an object; Reordering the effects in a slide; Applying an animation scheme to a presentation; Adding a scanned image to a slide

###### Lesson 3: Integrating Microsoft Office Word and Excel into your presentation

###### Lesson 4: Using tables and charts

###### Lesson 5: Organization charts and tables

###### Lesson 6: Advanced presentation techniques

Adding an action button with sound; Linking a slide to another file; Creating a hyperlink to a Web page; Creating a custom slide show, more

###### Lesson 7: Advanced delivery options

Broadcasting, NetMeeting, Show Popup menu; packing and unpacking; embed fonts; compress images; using the Pen

###### Lesson 8: Customizing your PowerPoint

**Note:** As a Priority Partner with Springhouse, Chester County Night School offers this great rate on these and many other Springhouse classes ... but to qualify, you must register through Night School. Please call or visit our web site today.

**REGISTER NOW! Call 610-692-1964 or sign up online: [www.chestercountynightschool.org](http://www.chestercountynightschool.org)**