

# PowerPoint 2002 (XP)

**Course length:** 4-5 hours\*

**Course Code:** 103083BT004

**This course gives you new skills to organise, illustrate and deliver your ideas in a professional business presentation. It has been developed for new users of Microsoft PowerPoint 2002 or for users upgrading from PowerPoint 2000 who are keen to learn more about the new features and functionality of the 2002 software.**

## Benefits for the Learner

Microsoft PowerPoint 2002 is Microsoft's most up-to business presentation software. Whether you're holding a meeting, presenting at a conference or communicating your messages over the Internet, PowerPoint 2002 provides the tools you need to make your point – powerfully.

This course gives you the skills you need to create presentations and modify them by adding text, bullet points and graphics. You'll be shown how to enhance a presentation using text formatting, colour schemes, charts, tables and sound or movie clips. And you'll be shown how to deliver a presentation as a slide show, in print format or even broadcast it on the web.

## Benefits for the Business

The famous psychologist Albert Mehrabian showed that the way people take in information during a presentation is 55% visually, compared to 38% vocally and only 7% through text. Put simply, a strong visual presentation will make your audience remember you – and your message.

PowerPoint 2002 can help you to make maximum visual impact during a business presentation. The software is packed with templates, slide layouts and chart options to help you to get your message across, whilst

the print and handout options mean your audience can take away the key points for later reference.

## What You Get From This Course

Having completed this course, you will be able to:

- Open, create, save, edit and close a presentation
- Understand different slide designs, views and layouts
- Use templates and drawing tools
- Use Title Master and Slide Master to set default formats
- Include headers and footers on slides
- Insert, create and enhance charts
- Insert tables
- Deliver a slide show, print a presentation, speaker's notes and handouts and broadcast a presentation on the Web

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

\*Courses are accessible for six months from the date of purchase.