



Training Course Information

Course Name:	An Introduction to PowerPoint 2003
Course Overview:	This course is an introduction to PowerPoint 2003. Learn how to create presentations.
Topics Include:	<ul style="list-style-type: none">• Getting Started• Workspace & Views• How to Use Slides• Layout & Design• Formatting Text• Bullets & Numbering• Spell Check
Pre-Requisites:	Basic computing knowledge
What's Next?	PowerPoint 2003 Basics
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.