

Discover PowerPoint 2003



DiscoverWare's Discover PowerPoint 2003 is an interactive productivity tool for users of Microsoft PowerPoint 2003. PowerPoint 2003 builds on the presentation features of previous versions of the program to provide powerful tools for creating and sharing professional documents online and on the Web. Topics cover PowerPoint basics, creating presentations, working with slides, working with text, graphics, charts, tables, online presentations, and delivering presentations.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The program is also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover PowerPoint 2003 interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so they can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of PowerPoint 2003 by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

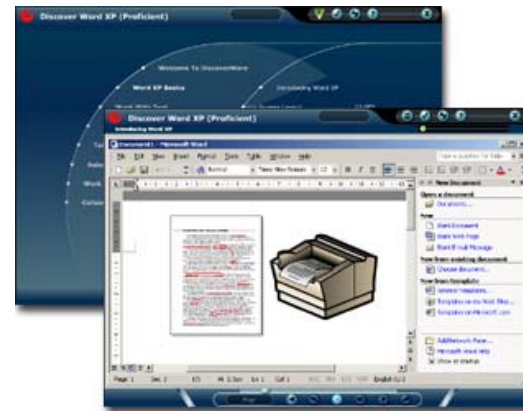
Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a "user-friendly" explanation of any feature or function of DiscoverWare.





Discover PowerPoint 2003 (Comprehensive)

PowerPoint 2003 Basics

- Introducing PowerPoint 2003
 - Office 2003 Overview
 - PowerPoint 2003 Overview
- Screen Layout
 - The PowerPoint Window
 - Screen Layout
 - The Task Pane
- Presentation Views
 - Changing Views
 - Normal View
 - Slide Sorter View
 - Slide Show View
- Manage Presentation Files
 - Saving A Presentation
 - Save A Copy Of A Presentation
 - Open A Presentation
- Help In PowerPoint 2003
 - Microsoft Office Online
 - Type A Question For Help
 - PowerPoint Help Task Pane
 - Detect And Repair

Create Presentations

- Create A New Presentation
 - The New Presentation Task Pane
 - Use The AutoContent Wizard
 - Use A Design Template
 - Use Multiple Design Templates
 - Using An Existing Presentation
 - Use A Microsoft Word Outline
- Modify A Presentation Design
 - Modifying Presentation Designs
 - Add Slides & Modify Layouts
 - Apply & Edit Color Schemes
 - Modifying The Background
- Work With Slides
 - Insert Slides From Another Presentation
 - Rearranging & Deleting Slides
- Work With Slide Masters
 - Slide Masters
 - Work With A Slide Master

Insert & Modify Text

- Add Text To Slides
 - Using Text In A Presentation
 - Add Text To Slides
 - Add Text From Another Program
- Use Editing Tools
 - The Spelling Checker
 - Find & Replace Text
- Format Text
 - Text Formatting
 - Format Text
 - Format Painter
 - Change Text Alignment
 - Embed Fonts
- Work With Lists
 - Using Numbered Lists
 - Formatting Bulleted Lists
- Work With Outlines
 - Edit Outlines

Graphics, Media, Animations & Hyperlinks

- Add Drawing Objects
 - The Drawing Toolbar
 - Add & Modify A Drawing Object
- Add Images
 - Using Images
 - Add & Modify An Image
- Add Charts & Tables
 - Charts & Tables
 - Create A Chart
 - Modifying A PowerPoint Chart
 - Insert An Excel Chart
 - Creating & Formatting Tables
 - Insert A Word Table
- Add Sound & Video
 - Sound & Video
 - Add A Sound Clip
 - Add A Video Clip
- Add Animations & Transitions
 - Slide Animations & Transitions
 - Apply An Animation Scheme
 - Create A Custom Animation
 - Modifying Animations
 - Apply A Slide Transition
- Add Hyperlinks
 - Create & Use A Hyperlink

Final Preparations

- Send A Presentation For Review
 - Presentation Reviews
 - Protecting Your Presentation
 - E-mail A Presentation For Review
 - Merging Presentation Reviews
 - View Comments & Apply Changes
- Create A Custom Show
 - Custom Slide Shows
 - Hide Slides
 - Create A Custom Show
- Prepare Support Materials
 - Support Materials
 - Create Speaker Notes

Deliver Presentations

- Delivering Your Presentation
 - Delivering Presentations
- Package A Presentation For CD
 - Packaging A Presentation
 - Package A Presentation For A CD
 - Unpacking A CD Presentation
- Deliver A Speaker-Led Presentation
 - Delivering A Speaker-Led Presentation
 - Use The Slide Show Controls
- Create A Self-Running Presentation
 - Self-Running Presentations
 - Create A Self-Running Presentation
- Create A Web Presentation
 - Web Presentations
 - Preview A Presentation In A Web Browser
 - Single File Web Page vs. HTML Web Page
 - Convert A Presentation To Web Format
- Broadcast A Presentation
 - Online Broadcasts
 - Set Up & Schedule A Broadcast
 - Broadcast A Live Presentation

