

Getting Started

What is Microsoft PowerPoint?

Microsoft PowerPoint is a presentation program developed by Microsoft Corporation for the Microsoft Windows and Mac OS computer operating systems. Being widely used by businesspeople, educators, and trainers, chances are if you see someone giving a presentation, statistically it's probably Microsoft PowerPoint they are using to accompany their speech.

According to Microsoft Corporation, some 30 million presentations are made with PowerPoint every day.

PowerPoint is widely used in education. Notice I used the words 'widely used' instead of 'well used'? In my humble opinion, PowerPoint is probably the most inappropriately used program in education.

This is a tragedy, as PowerPoint when 'well used' can be a brilliant classroom tool.

Many (if not most) PowerPoint presentations in education do little to engage the viewer. Few take into account the huge capacity the program has for branching and non-linear presentations. Too many merely serve to display the typed notes of the teacher using a data projector.

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An Introduction to Microsoft® PowerPoint® 2003

This course will teach you the basics of using Microsoft PowerPoint 2003. It is far from a complete course that will teach you everything you could ever possibly learn about Microsoft PowerPoint, but by the end of this course you'll know everything I think you need to know about using Microsoft PowerPoint – a worthwhile distinction. As a complete by-product – it also covers the complete syllabus should you wish to sit the Microsoft Academy Microsoft Office Specialist exam in PowerPoint. Wow – free tuition and a possible qualification at the end of it. How great is that?

All I ask is that you bear in mind one question throughout this course – what value do you add to your presentation by using Microsoft PowerPoint? If your answer to this question is you're not sure, then think very carefully about why you are using this program. Microsoft PowerPoint when used well can be brilliant, and really engage your viewer. This course will show you how.