

PowerPoint 2003 - Level 2

Days of Training: 1

Overview

In this course, students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication. You will use Microsoft Office PowerPoint 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences. This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

Prerequisites

- PowerPoint Level 1

At Course Completion

Upon successful completion of this course, students will have an understanding of the following topic:

- Creating a Custom Design Template.
- Adding Organization Charts and Diagrams.
- Adding Special Effects.
- Creating Web Presentations.
- Collaborating in PowerPoint.
- Delivering a Presentation.

PPT2003L2

Lesson 1: Creating a Custom Design Template

- Define Design Template Characteristics
- Create a Custom Color Scheme
- Set Up a Slide Master
- Format Custom Bullets
- Add a Footer
- Modify the Notes Master
- Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

- Working with Organization Charts
- Update an Organization Chart
- Applying a Chart Layout
- Create a Diagram
- Draw a Flowchart

Lesson 3: Adding Special Effects

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path
- Set the Order of Effects

Lesson 4: Creating Web Presentations

- Create a Group Home Page with the AutoContent Wizard
- Hyperlink to a Web Page
- Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

- Set Password Protection
- Work with Comments
- Send a Presentation for Review
- Merge Revision Copies
- Apply Reviewer Changes

Lesson 6: Delivering a Presentation

- Hyperlink Within PowerPoint
- Add an Action Button
- Set Up a Custom Show
- Annotate a Presentation
- Working with Narrations and Slide Timings
- Set Up a Slide Show to Repeat Automatically

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