

Course Description

As a Microsoft® PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better—audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

Prerequisites

To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft PowerPoint 2003: Level 1

Objectives

Upon successful completion of this course, students will be able to:

- ✓ create a design template.
- ✓ create organization charts and diagrams.
- ✓ add special effects to a Microsoft® Office PowerPoint® 2003 slide.
- ✓ create a Web-based Microsoft® Office PowerPoint® 2003 presentation.
- ✓ use a Microsoft® Office PowerPoint® 2003 presentation for collaborative workgroup review.
- ✓ use functionality that will enable you to deliver live, self-service, and online presentations..

Outline

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

Adding Organization Charts and

Diagrams

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

Adding Special Effects

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path

- Set the Order of Effects

Creating Web Presentations

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

Collaborating in PowerPoint

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

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