

Course Description

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

Prerequisites

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

- Windows XP: Introduction
- Windows XP Professional: Levels 1 and 2
- Windows 2000: Introduction

Objectives

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

- ✓ Manipulate an existing PowerPoint presentation.
- ✓ Begin creating a presentation.
- ✓ Format text slides.
- ✓ Add tables to a presentation.
- ✓ Chart data in a presentation.
- ✓ Modify objects on slides.
- ✓ Add images to a presentation.
- ✓ Prepare to deliver a presentation.

Outline

An Orientation to PowerPoint

The PowerPoint Environment
Orientation to Views
Navigate Through a Presentation
Edit Slide Text
Save the Presentation
Run a Slide Show

Beginning a Presentation

Create a New Presentation
Change Background Color
Add Slides to a Presentation
Enter Text
Create a Presentation from a Microsoft Word
Outline

Formatting Text Slides

Apply Character Formats
Align Text

Change Line Spacing
Change Indents

Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Charting Data

Create a Column Chart
Edit Chart Data
Change Chart Type
Insert a Chart from Microsoft Excel

Modifying Objects

Resize Objects
Copy and Duplicate Objects
Move Objects
Changing Object Orientation
Format Objects
Group and Ungroup Objects
Change the Order of Objects

Adding Images to a Presentation

- Add Clip Art
- Add a Picture from a File
- Draw Lines and Shapes
- Insert WordArt

Preparing to Deliver a Presentation

- Spell Check

Arrange Slides

Add Transitions

Create Speaker Notes

Send a Presentation to Microsoft Word

Print the Presentation

Package a Presentation for CD

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