

PowerPoint 2003 Level 2

Audience This course is intended for the person who has experience with PowerPoint and Windows. Students should be able to create and edit text slides, format the presentation with the slide master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.

Description The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to work with design templates, add special effects to a slide show, insert embedded and linked objects, use add-in programs for WordArt, charts, diagrams, and tables, use workgroup editing tools to track and review presentations, and use email and built-in web features.

Objectives Upon successful completion of the class, students should be able to:

- apply and customize a template and color scheme,
- add multimedia and animation to a presentation,
- create a custom slide show,
- insert embedded and linked objects,
- copy objects and slides to and from other presentations and programs,
- use a variety of the add-in programs included with PowerPoint,
- use workgroup editing tools such as tracking and reviewing changes,
- protect a presentation with passwords,
- use PowerPoint web tools such as email and creating a web page in PowerPoint.

Length 1 day

I. Designing with Templates

- A. Applying a Template
- B. Customizing a Template
- C. Applying a Color Scheme
- D. Customizing a Color Scheme
- E. Formatting an Individual Slide
- F. Creating Additional Slide Masters

II. Special Effects in a Slide Show

- A. Designing a Presentation
- B. Adding Sounds to Presentations
- C. Adding Movies to Presentations
- D. Applying Preset Animations (Review)
- E. Creating Custom Animations
- F. Creating a Summary Slide



- G. Rehearsing Timing
- H. Producing Custom Slide Shows

- D. Working with Files on the Web
- E. Creating a Web Page

III. Data Exchange

- A. Understanding Data Exchange
- B. Inserting Embedded Objects
- C. Editing Embedded Objects
- D. Inserting Linked Objects
- E. Editing Linked Objects
- F. Copying from other Presentations
- G. Copying to other Programs
- H. Make a Presentation from a Word Document

IV. Using Add-ins in PowerPoint

- A. What are Add-ins?
- B. Inserting Microsoft WordArt
- C. Creating a Microsoft Organization Chart
- D. Creating a Microsoft Graph Chart
- E. Creating Flow Charts
- F. Using Timeline Templates
- G. Adding a Table
- H. Adding Diagrams

V. Workgroup Editing

- A. Inserting Comments
- B. Tracking Reviewer Changes
- C. Reviewing Tracked Changes
- D. Comparing and Merging Presentations
- E. Protecting with Passwords

VI. PowerPoint Web Tools

- A. Using the Web Toolbar
- B. Using Email
- C. Working with Hyperlinks