



PowerPoint 2003 Advanced

DESCRIPTION	This course focuses on the advanced skills to create effective presentations. Basic presenting skills are discussed through the day to enhance students ability to create effective presentations.
WHO SHOULD ATTEND	Those required to use PowerPoint at a advanced level
PREREQUISITES	Students should be comfortable with the basic PowerPoint features
DURATION	1 day

Agenda

DAY 1

Templates and Masters -- Using multiple templates and masters, creating custom templates, backgrounds

Advanced Graphics -- Manipulating graphics and clipart, adding and modifying charts, adding animation

Drawing Tools, Advanced drawing features

Creating Simple Organization Charts – Adding and deleting diagram shapes, adding a preset scheme, changing the layout, formatting and adding text

Tables – Creating, editing and formatting

Working with Hyperlinks – Using, changing, inserting action buttons, linking to a file, email address, web page, another slide

Applying Animation to a Presentation – Understanding and using slide transitions, adding entrance, emphasis and exit effects, setting speed options, motion paths, using advanced effect options

Custom Slide Shows – Copying, creating and editing, linking to, presenting

Pack and Go Wizard or Package for CD – Packing, unpacking, using

Embedding Movies and Sound

Running a Slide Show – Adding meeting minutes or action items, working with the pen, viewing and adding speakers notes, displaying a specific slide