PowerPoint 2000-2003 Advanced

Duration: 1 Day

Course Overview:

In this course, students work with slide outlines, create charts and tables, create organization charts, and add multimedia elements to slides. Students also work with color schemes and templates, animate text and objects, link slides, prepare presentations, and save presentations in other formats.

Students Learn How To:

- Create, delete and rearrange slides using Outline view
- Create Microsoft Word Tables and Excel Graphic Charts
- Create and modify the color schemes and create custom background colors
- Link slides by inserting hyperlinks and action buttons
- Customize multimedia elements such as sounds and motion clips

Who Should Attend: Anyone interested in creating powerful visual and audio enhanced presentations using PowerPoint 2000-2003.

Prerequisites: Windows 2000 or XP Introduction and PowerPoint 2000-2003 Introduction or equivalent knowledge.

Course Outline:

Working with Outlines

Using the Outline Pane
Rearranging Slides
Exporting Outlines into Word

Creating Charts and Tables

Creating Charts
Customizing Charts
Creating and Modifying Tables

Working with Data from Other Sources

Importing Text from Word
Working with Excel Charts
Creating an Excel Chart
Inserting Word Tables

Adding Multimedia Elements

Inserting Sounds
Inserting Motion Clips
Inserting Scanned Images
Customizing Multimedia Elements

Working With Templates

Applying Design Templates
Modifying Slide Masters
Creating a Presentation Using a
    Design Template
Creating a Presentation Using the
    AutoContent Wizard

Adding Customization

Modifying Color Schemes
Creating Custom Backgrounds
Customizing a Slide Format
Creating a Custom Slide Show

Linking Slides

Inserting Hyperlinks
Using Action Settings
Inserting Action Buttons

Preparing Presentations

Creating and Preparing Speaker Notes
Rehearsing Timings
Changing Show Types for Presentation Delivery

Delivering Presentations

Formatting Presentations for the Web
Saving a Presentation as an HTML File
Publishing Presentations on the Web
Saving a Presentation for Automatic Launch