

MS PowerPoint 2003 Intermediate/Advanced A One Day Training Course

Course Aims:

MS PowerPoint 2003 contains many new features to allow you to build enhanced presentations. This one-day course will guide participants through the more advanced features and show how to exploit them with your creative capability. The course involves hands-on exercise with a series of specially prepared examples to help the delegates be more confident working with PowerPoint.

Course Outline:

customising powerpoint

- customising the toolbars
- setting options and defaults
- using the taskbar

working with table and organisation charts

- creating a table chart
- changing table chart attributes
- insert diagram button
- creating an organisation chart
- changing organisation chart attributes

working with powerpoint graph

- changing graph attributes
- adding visual elements to a graph
- setting graph defaults

working with the drawing tools

- changing object properties
- flipping and rotating objects
- adding graphic text
- drawing more effectively
- clip art

working with different views

- slide, slide sorter, outline and notes page view

controlling the overall look

- templates
- customising and saving a template
- modifying the notes master and handout

page slide show view

- creating a slide show
- annotating slides during a slide show
- animation effects
- branching during a slide show
- rehearsing a presentation
- using the pack and go wizard

using multimedia

- including movie clips in a presentation
- including sound clips in a presentation
- options for movie and sound clips

conferencing

- setting up a conference
- joining a conference

using powerpoint with other programs

- object linking and embedding
- editing linked and embedded objects
- creating a powerpoint presentation from a word outline
- using a presentation as a starting point for a word document

Target Audience:

Existing users of PowerPoint who want to use the more advanced features of this software to create slides with greater impact.

Assumed Knowledge:

A good working knowledge of the PowerPoint command set as gained from an Introduction course or user experience.