

Microsoft Office PowerPoint 2003

Level 2

Course Description

The main objective of this courseware is to introduce you to some of the more advanced commands, functions, and capabilities of Microsoft Office PowerPoint 2003. It is designed for users who have used PowerPoint and want to add advanced elements to their presentations.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- start and run Microsoft Office PowerPoint 2003
- use a mouse to select from menus, toolbars, prompts and screens
- access the Help feature
- create and edit presentations
- save, open and close presentations
- move efficiently within one presentation or multiple presentation
- change between different views and zoom levels
- understand what placeholders are
- preview and print presentations
- insert text in the Outlines tab or the Slides pane
- use Select versus Edit mode for text placeholders
- apply formatting to text on slides
- add or remove bullets from text content placeholders
- insert or delete a slide
- rearrange the order of slides
- change the design template
- change the slide layout
- move and copy text using the Office Clipboard task pane
- set and adjust tabs or indents for text
- insert pictures, charts, tables
- change the background color for one slide or the entire presentation
- inserting sound or video files
- recording narration
- rehearsing the presentation
- show or hide slides
- add animation schemes
- customize the animation
- add slide transitions
- proofread and correct your presentations
- add speaker notes
- create handouts
- run the slide show
- navigate while in the slide show

System Requirements

According to the Microsoft Office System User's Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows

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Courseware Outline

About This Courseware

Courseware Conventions
 Using the Book
 Working with the Exercises
 Courseware Objectives and Prerequisites
 Review Exercise

Looking at Advanced Presentation Concepts

Objectives of Section 1
 Structuring a Presentation
 Looking at a Typical Structure
 Following a Logical Sequence
 Creating a Summary or Agenda Slide
 Controlling Slide Show Progression
 Ending the Show with a Black Screen
 Inserting Notes During a Slide Show
 Creating a Custom Show
 Adding Hyperlinks
 Removing a Hyperlink
 Adding Action Buttons
 Creating Self-Running Presentations
 Saving as a PowerPoint Show
 Apply Your Skills
 Summary of Section 1
 Questions and Review

Working with Objects

Objectives of Section 2
 Creating Data Charts
 Selecting Items in a Datasheet
 Importing Data into a Datasheet
 Changing the Chart Type
 Manipulating the Chart
 Creating an Organization Chart
 Linking and Embedding Objects
 Importing and Exporting Text
 Importing from Word
 Copying Slides From Another Presentation
 Importing Tables from Microsoft Office Word
 Importing Charts from Microsoft Excel
 Exporting Information
 Apply Your Skills
 Summary of Section 2
 Questions and Review

Sharing Presentations with Others

Objectives of Section 3
 Using the Package for CD Feature
 Working with Others
 Sending Presentations for Review
 Reviewing a Presentation
 Reviewing the Changes
 Using Compare and Merge Presentations
 Saving a Presentation as a Web Site
 Understanding HTML Formatting
 Using Web Page Preview
 Saving as Single File Web Page
 Setting Web Options
 Publishing Presentations on the Web
 Apply Your Skills
 Summary of Section 3
 Questions and Review

Editing Graphics

Objectives of Section 4
 Introduction
 Overview
 Principles of Correct Layout
 Using Clip Art vs. Pictures
 Using Alignment Tools
 Aligning Objects in the Center
 Aligning Objects in the Middle
 Aligning Relative to the Slide
 Using the Align Edges Options
 Aligning Objects Using the Grid
 Using Distribute
 Using Color
 Setting the Mood and Atmosphere
 Using the PowerPoint Color Tools
 Adding a Transparency Effect
 Editing Bitmap Graphics
 Cropping Pictures
 Adjusting the Brightness and Contrast
 Cropping Bitmaps with AutoShapes
 Using the Color Options
 Adding Shadows
 Editing Vector Graphics

Editing Clip Art
 Changing Clip Art Colors
 Converting WMF Format to MS Draw Format
 Creating Bézier Curves
 Using Illusion
 Showing Depth with Shadows
 Using Light to Set the Illusion
 Apply Your Skills
 Summary of Section 4
 Questions and Review

Using Advanced Tools

Objectives of Section 5
 Using the Slide Finder
 Using the Format Painter
 Formatting Text
 Formatting Bitmap Images
 Formatting Vector Graphics
 Working with Macros
 Recording a Macro
 Running a Macro
 Opening a Presentation with Stored Macros
 Editing Macros
 Looking at Object Concepts
 Getting More Information
 Customizing Toolbars and Menus
 Creating and Customizing Toolbars
 Changing a Button's Appearance
 Renaming a Custom Toolbar
 Deleting a Custom Toolbar
 Resetting a Toolbar
 Adding Macros to a Toolbar
 Customizing Menus
 Creating a New Menu
 Adding a Menu to a Toolbar
 Apply Your Skills
 Summary of Section 5
 Questions and Review

Using Other PowerPoint Tools

Objectives of Section 6
 Using More AutoShapes
 Formatting AutoShapes
 Resizing AutoShapes
 Adding Text in AutoShapes
 Accessing More AutoShapes
 Creating Flowcharts
 Creating the Flowchart
 Adding Connector Lines

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SLATE TRAINING CENTRE

Using Templates	Appendices
Creating a New Design Template	Projects and Case Studies
Downloading a Design Template	Productivity Tools
Deleting a Design Template	Glossary of Terms
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Apply Your Skills	
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