



Microsoft PowerPoint 2003

Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>PowerPoint 2003: Basic</p> <p>Course Overview:</p> <p>Modify a template; create a template from a blank presentation, and add graphic elements to it; build a custom slide master; and work with slide masters.</p> <p>Work with advanced clip art and drawing techniques; and add sound clips, movie clips, animation effects, and scanned images to a presentation.</p> <p>Use advanced organization-chart options; format tables; and draw tables in a presentation.</p> <p>Add and modify action buttons; create and edit custom slide shows; and set up a review cycle.</p> <p>Use Microsoft NetMeeting to broadcast a presentation on demand; work with shared workspaces; embed fonts and compress pictures; use the Package for CD feature; run a packaged presentation; and use advanced delivery techniques.</p>	<p>Customize a toolbar; create a toolbar; and create and run a macro.</p> <p>Insert and edit an Excel worksheet; build slides from a Word outline; insert a Word table into a presentation; send a presentation to Word; edit a presentation in Word; and save a presentation as an RTF outline.</p> <p>Outline:</p> <p>Building custom presentations</p> <p>Modifying templates</p> <p>Building custom templates</p> <p>Building custom slide masters</p> <p>Advanced slide master techniques</p> <p>Using multimedia in presentations</p> <p>Advanced clip art and drawing techniques</p> <p>Adding movies and sound</p> <p>Using animations</p> <p>Using scanned images</p> <p>Using organization charts and tables</p> <p>Advanced organization chart options</p> <p>Formatting and modifying tables</p> <p>Advanced presentation techniques</p> <p>Adding special effects</p> <p>Working with slide show options</p> <p>Setting up review cycles</p>	<p>Advanced presentation delivery options</p> <p>Online meetings</p> <p>Working with shared workspaces</p> <p>Working with the Package for CD feature</p> <p>Advanced delivery techniques</p> <p>Customizing the environment</p> <p>Customizing and creating toolbars</p> <p>Automating your work</p> <p>Microsoft Office integration</p> <p>Working with Excel</p> <p>Working with Word</p> <p>Appendix A: Microsoft Office Specialist exam objectives map</p> <p>Comprehensive exam objectives</p>
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