

USING MICROSOFT OFFICE POWERPOINT 2003 – LEVEL 2

Course Length: 6 hours (9 a.m. - 4 p.m.)

Prerequisites: Using Microsoft Office PowerPoint 2003 Level 1 or equivalent experience.

Course Overview

In the *Using Microsoft Office PowerPoint Level 2 course*, the student will learn how to change the formatting of all slides in the presentation by modifying the slide master. The student will also learn how to create, modify and use templates to save time developing presentations. This course covers how to add a Word table or Excel worksheet to a slide, how to copy slides and slide objects (i.e., graphics) from one presentation to another, and how to add pictures, drawings, sounds, video clips and animation to slides. The student will learn useful tools for setting up and running effective slide shows and as well how to publish a presentation to the web.

Review of the Basics

- Work in different views
- Create, edit, and format a presentation
- Present a slide show

Working with Masters

- Modify the Title Master
- Modify the Slide Master

Creating Custom Templates

- Create, Save, and Use a Template

Copying Slides and Slide Objects

- Copy slides to another presentation
- Copy objects to another presentation

Adding Objects to Slides

- Add a diagram
- Add a Word table
- Add an Excel worksheet

Adding Multi-Media to Slides

- Insert clipart
- Working with the Clip Organizer
- Insert a picture from a file
- Adjusting pictures
- Create drawings
- Add sounds
- Add a movie clip

Add and Customize Animation

- Apply an animation scheme
- Customize animations
- Apply slide transitions

Setting up the Slide Show

- Slide Show Settings
- Using the Rehearsal Tool
- Creating custom slide shows
- Save a presentation as a show

Publish a presentation to the Web

