

## POWERPOINT 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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### **Class Outline:**

#### **Description:**

This course teaches advanced-level functions and features of PowerPoint 2003. Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros. Finally, they'll learn how to integrate PowerPoint with other Office programs.

**Course Length:** One day

#### **Table of Contents:**

##### **Unit 1: Building custom presentations**

Topic A: Modifying templates

Topic B: Building custom templates

Topic C: Building custom slide masters

Topic D: Advanced slide master techniques

##### **Unit 2: Using multimedia in presentations**

Topic A: Advanced clip art and drawing techniques

Topic B: Adding movies and sound

Topic C: Using animations

Topic D: Using scanned images

##### **Unit 3: Using organization charts and tables**

Topic A: Advanced organization chart options

Topic B: Formatting and modifying tables

##### **Unit 4: Advanced presentation techniques**

Topic A: Adding special effects

Topic B: Working with slide show options

Topic C: Setting up review cycles

##### **Unit 5: Advanced presentation delivery options**

Topic A: Online meetings

Topic B: Working with shared workspaces

Topic C: Working with the Package for CD feature

Topic D: Advanced delivery techniques

##### **Unit 6: Customizing the environment**

Topic A: Customizing and creating toolbars

Topic B: Automating your work

##### **Unit 7: Microsoft Office integration**

Topic A: Working with Excel

Topic B: Working with Word

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives

#### **Objectives:**

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.

Work with advanced clip art and drawing techniques; and add sound clips, movie clips, animation effects, and scanned images to a presentation.

Use advanced organization-chart options; format tables; and draw tables in a presentation.

Add and modify action buttons; create and edit custom slide shows; and set up a review cycle.

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.

Customize a toolbar; create a toolbar; and create and run a macro.

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.