

PowerPoint 2003: Advanced

1 Day

Prerequisites

- MS PowerPoint 2003 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Implementing Audio Visual Effects

Lesson 1.1: Incorporating Movies and Animated GIF's

- Inserting from Clip Organizer or File
- Looping a Movie
- Rewinding Movies
- Practice Exercise

Lesson 1.2: Inserting Sound Effects

- Insert from Clip Organizer or File
- Looping a Sound and Selecting Sound Options
- Recording a Sound
- Playing a CD
- Deleting a Sound
- Practice Exercise

Lesson 1.3: Creating Voice Narrations

- How to Check Settings
- Link and Embed Voice Narrations
- Record and Delete Narrations
- Practice Exercise

Section 1: Review Questions

Section 2: Special Features and Custom Animation

Lesson 2.1: Creating Photo Albums

- Create New Album
- Inserting Pictures and Images
- Text, Captions, and Picture Order
- Picture Layout, Frame Shape, and Design Templates
- Applying Color Effects
- Practice Exercise

Lesson 2.2: Implementing Animation

- Entrance And Exit Effects
- Emphasis Effect
- Animation Schemes
- Add And Draw Motion Paths
- Speeds And Timing Options
- Practice Exercise

Section 2: Review Questions

Section 3: Executing Your Presentation

Lesson 3.1: Reviewing a Presentation

- Sending a Presentation for Review
- Adding Comments and Making Changes
- Combining Reviewed Presentations
- Practice Exercise

Lesson 3.2: Finishing Touches

- Applying Design Templates
- Slide Transition
- Creating Self Maintained Presentations
- Practice Exercise

Lesson 3.3: Delivery Options

- Packaging a Presentation to a CD
- Opening Packaged Presentations
- Delivering a Presentation on a Computer
- Practice Exercise

Section 3: Review Questions

Section 4: Configuring and Customizing

Lesson 4.1: Customizing Program Options

The View Tab
The General Tab
The Edit Tab
Print and Save Tab The Security Tab
The Spelling and Style Tab
Practice Exercise

Lesson 4.2: Customizing Your Toolbar

Designing a Custom Toolbar
Customize Toolbar Options
Adding and Removing Commands
Resetting and Renaming a Toolbar
Modifying Buttons
Deleting Toolbars and Custom Menus
Practice Exercise

Lesson 4.3: Setup Powerpoint to Automatically Correct Text

Modifying and Customizing Autocorrect Options
Modifying and Customizing Auto format Options
Smart Tags
Practice Exercise

Lesson 4.4: Using Reference Material

Adding and Removing Resources
Parental Control Option
Practice Exercise

Lesson 4.5: Creating Advanced Presentations

Presenting and Linking Shows
Edit, Copy and Deleting Shows
Setting up the Custom Show
Practice Exercise

Section 5: Macros Links and Embedded Objects

Lesson 5.1: Creating And Working With Macros

Recording And Playing Macros
Writing A Macro With The Visual Basic Editor
Copying, Edit And Delete Macros
Macro Security
Practice Exercise

Lesson 5.2: Using Links

Linking Part of a File
Linking an Entire File
Revising Links
Open and Edit Source Files
Changing the location of the File
Deleting or Cancelling Links
Practice Exercise

Lesson 5.3: Operating With Embedded Objects

Create A New Embedded Object
Embedding Part Of A File
Embedding An Entire File
Edit Embedded Objects
Practice Exercise

Lesson 5.4: Implementing Hyperlinks

Inserting Hyperlinks
Change and Remove Hyperlinks
Creating Action Buttons
Practice Exercise

Section 5: Review Questions

Section 6: Slide Masters

Lesson 6.1: Viewing and Editing Slide Masters

Viewing a Slide Master
Editing a Slide Master
Practice Exercise

Lesson 6.2: Modifying a Slide Master

Adding a Graphic to a Slide Master
Adding WordArt to a Slide Master
Working with a Title Slide Master
Creating and Labeling Duplicate Slide Masters
Practice Exercise

Lesson 6.3: Saving Templates

Saving a Design Template
Creating a New Presentation from a Design Template
Using a Design Template on an Existing Presentation
Practice Exercise