

# PowerPoint 2000 - 2003 Level 2

---

1-day course

Course Code: P1N2en

Who should attend? This course is intended for participants who are familiar with PowerPoint 2000 - 2003.

---

Prerequisites PowerPoint 2000 - 2003 Level 1

---

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Import and share data between presentations and programs to create a presentation quickly
  - Use charts and tables to present data graphically
  - Use graphics to enhance a presentation, use animation to increase the impact of text and graphics in a presentation
  - Use the Style Checker to ensure that a presentation is free of errors, add annotations to slides, use PowerPoint features to rehearse a slide show, package it, and prepare it for presentation
- 

## Course Content

### Sharing Information

Sharing Slides and Objects Between Presentations; Creating Presentations Using Text from Another Source; Creating Hyperlinks; Linking and Embedding Between Microsoft Programs;

---

### Enhancing Presentations with Charts and Tables

Working with Charts; Creating Charts; Editing Charts; Importing Data from Other Programs; Creating Organization Charts; Inserting Tables;

---

### Enhancing Presentations with Graphics and Animation

Using Graphics to Create Slide Backgrounds; Working with Objects; Rearranging Objects; Using Animation Effects; Incorporating Audio and Video;

---

### Producing Advanced Slide Shows

Checking for Consistency and Style; Using the Style Checker; Finding and Replacing Text Within a Presentation; Notes and Annotations in Slide Shows; Creating Notes Pages; Exporting Presentations and Notes to Word; Slide Show Tools; Slide Show Toolbar; Using a Pen; Using Hidden Slides and Rehearsing Slide Timings; Packaging a Presentation for CD; The Viewer; Saving a PowerPoint Presentation as a Web Page; Pack and Go Wizard for PowerPoint 2000 and 2002;

---