

PowerPoint 2003 Level 2

1-day course
Course Code: P132

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

Prerequisites PowerPoint 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
- Use PowerPoint 2003's Help features effectively and learn to use PowerPoint 2003 shortcuts

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; Notes & Annotations in Slide Shows; Using Hidden Slides and Rehearsing Slide Timings; Packaging a Presentation for CD; Saving a PowerPoint Presentation as a Web Page;
