

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: create a design template; create organization charts and diagrams; add special effects to a Microsoft® Office PowerPoint® 2003 slide; create a Web-based Microsoft® Office PowerPoint® 2003 presentation; use a Microsoft® Office PowerPoint® 2003 presentation for collaborative workgroup review; and use functionality that will enable you to deliver live, self-service, and online presentations.
- Target Student:** This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery. This course is also for students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2003 and who already have knowledge of the basics of Microsoft® PowerPoint® 2003, including slide formatting, working with tables, images, and objects, charting data, and presentation preparation.
- Prerequisites:** To ensure your success, it is recommended that you have taken the Microsoft PowerPoint 2003 Level 1 course or have equivalent knowledge.

Course Content

1. Creating a Custom Design Template

- Define Design Template Characteristics
- Create a Custom Color Scheme
- Set Up a Slide Master
- Format Custom Bullets
- Add a Footer
- Modify the Notes Master
- Save a Custom Design Template

2. Adding Organization Charts and Diagrams

- Working with Organization Charts
- Update an Organization Chart
- Applying a Chart Layout
- Create a Diagram
- Draw a Flowchart

3. Adding Special Effects

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path
- Set the Order of Effects

4. Creating Web Presentations

- Create a Group Home Page with the AutoContent Wizard
- Hyperlink to a Web Page
- Publish as a Web Page

5. Collaborating in PowerPoint

- Set Password Protection
- Work with Comments
- Send a Presentation for Review
- Merge Revision Copies
- Apply Reviewer Changes

6. Delivering a Presentation

- Hyperlink Within PowerPoint
- Add an Action Button
- Set Up a Custom Show
- Annotate a Presentation
- Working with Narrations and Slide Timings
- Set Up a Slide Show to Repeat Automatically