



Microsoft® Office PowerPoint® 2003: Level 2

Course Description

As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

Course Objective

You will use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

Performance-Based Objectives

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.
- use functionality that will enable you to deliver live, self-service, and online presentations.

Course Content

Lesson 1: Creating a Custom Design Template

Topic 1A: Define Design Template Characteristics

Topic 1B: Create a Custom Color Scheme

Topic 1C: Set Up a Slide Master

Topic 1D: Format Custom Bullets

Topic 1E: Add a Footer

Topic 1F: Modify the Notes Master

Topic 1G: Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

Topic 2A: Working with Organization Charts

Topic 2B: Update an Organization Chart

Topic 2C: Applying a Chart Layout

Topic 2D: Create a Diagram

Topic 2E: Draw a Flowchart

Lesson 3: Adding Special Effects

Topic 3A: Add Sound and Movies

Topic 3B: Add Animation

Topic 3C: Emphasize Objects

Topic 3D: Set a Motion Path

Topic 3E: Set the Order of Effects

Lesson 4: Creating Web Presentations

Topic 4A: Create a Group Home Page with the AutoContent Wizard

Topic 4B: Hyperlink to a Web Page

Topic 4C: Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

Topic 5A: Set Password Protection

Topic 5B: Work with Comments

Topic 5C: Send a Presentation for Review

Topic 5D: Merge Revision Copies

Topic 5E: Apply Reviewer Changes

Lesson 6: Delivering a Presentation

Topic 6A: Hyperlink Within PowerPoint

Topic 6B: Add an Action Button

Topic 6C: Set Up a Custom Show

Topic 6D: Annotate a Presentation

Topic 6E: Working with Narrations and Slide Timings

Topic 6F: Set Up a Slide Show to Repeat Automatically

Appendix A: Microsoft Office Specialist Program