

On-Site Computer Training PowerPoint 2003 – Advanced

(404) 254-2882
Duration - 9 hours

BRIEF DESCRIPTION

This class will teach students the intermediate skills necessary for enhancing presentations.

PREREQUISITES:

Understanding of the Windows operating environment and keyboard ability

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Create a Slide Master
- Using Advanced Drawing & Formatting Tools
- Enhancing a Chart
- Working with Embedded and Linked Objects
- Create a Photo Album
- Rehearse Slide Timings

CLASS OUTLINE

Customizing a Presentation:

Understanding PowerPoint Masters
Formatting Master Text
Changing Master Text Indents
Adjusting Text Objects
Using Advanced Drawing & Formatting Tools
Insert & Format Word Art

Enhancing Charts:

Inserting Data from a File into a Datasheet
Formatting a Datasheet
Changing the Chart Type
Changing Chart Options
Working with Chart Elements
Animating Charts and Adding Sounds
Embedding an Organization Chart

Working with Embedded and Linked Objects and Hyperlinks:

Embedding a Picture
Linking an Excel Worksheet
Updating a Linked Excel Worksheet
Inserting an Animated GIF File
Inserting a Sound
Inserting Hyperlinks
Creating a Photo Album

Using Advanced Features:

Sending a Presentation for Review
Combine Reviewed Presentations
Set up a Slide Show
Create a Custom Show
Rehearse Slide Timings
Publish a Presentation for the Web
Package a Presentation