



Microsoft PowerPoint 2003: Advanced

Overview: Students will work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

Prerequisites: PowerPoint 2003 Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 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

Lesson 2: Adding Organization Charts and Diagrams

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

Lesson 3: Adding Special Effects

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

Lesson 4: Creating Web Presentations

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

Lesson 5: Collaborating in PowerPoint

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



Lesson 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