

Microsoft Office PowerPoint 2003 Level 2

- Course Number: 084871
- Course Length: 1 Day

Course Overview

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.

Prerequisites

To ensure your success, we recommend that you have taken the Element K courses or possess equivalent knowledge.

Windows XP: Introduction
Windows 2000: Introduction
Microsoft PowerPoint 2003: Level 1

Web browsing experience is also strongly recommended.

Audience

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, or 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.

Course Outline

<u>Course Introduction</u>	3m
Course Introduction	
<u>Lesson 1 - Creating a Custom Design Template</u>	53m
Creating a Custom Design Template	
A Little Terminology	
Custom Design Templates	
Color 101	
A Little More on Color	
Successful Use of Color	
Color Schemes	
Demo - Modify Templates	
Finalizing a Design Template	

Demo - Saving Templates
Lesson 1 Review

Lesson 2 - Adding Organization Charts and Diagrams

33m

Adding Organization Charts and Diagrams
Organization Charts
Organization Chart Layouts
Demo - Organization Chart
Diagrams
Diagrams Available in PowerPoint
Demo - Diagrams
Flowcharts
A Flowchart
A Grid
Guides
Demo - Flowchart
Lesson 2 Review

Lesson 3 - Adding Special Effects

29m

Adding Special Effects
Special Effects
Demo - Movies and Sounds
Creative Movie and Sound Uses
Demo - Animations
Lesson 3 Review

Lesson 4 - Creating Web Presentations

23m

Creating Web Presentations
The Web Publishing Process
The [Simplified] Web Publishing Process
Demo - Web Presentations
Lesson 4 Review

Lesson 5 - Collaborating in PowerPoint

24m

Collaborating in PowerPoint
Demo - Passwords
The Review Process
The [Simplified] Review Process
Demo - Reviewing
Lesson 5 Review

Lesson 6 - Delivering a Presentation

29m

Delivering a Presentation

Demo - Internal Links

Presentation Versions

Adding Narration

Demo - Finalizing Presentations

Lesson 6 Review

Course Closure

Total Duration: 3h 15m