

PowerPoint 2003

Advanced

Course Description

This course is designed to give new users an overview of the concepts of on-screen presentations and using PowerPoint 2003 for printed and on-screen output. Students will create presentations which incorporate clipart and graphics and run an on-screen presentation.

Charts

- Presenting Data with Charts
- Creating a Chart
- Entering and Deleting Data from the Datasheet
- Copying and Pasting Chart Data
- Chart Types

Editing and Importing Charts

- Editing and Formatting Charts
- Formatting Charts
- Fill Colours and Patterns
- Formatting Effects
- Dragging to Adjust 3D View
- Exploding a Pie Chart
- Selecting Chart Options
- Importing an Excel Chart

Creating Custom Charts

- Displaying Chart Axes & Gridlines
- Formatting Charts
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object
- Adding Text to a Chart
- Inserting a Data Table

Creating Organisation Charts

- Creating and Using Organisation Charts
- Adding a Manager/Subordinates
- Position Boxes
- Changing the Layout
- Dealing with Inter-Department transfers
- Selecting Multiple Boxes
- Using the Organisation chart Style Gallery
- Formatting Fonts

Customising Presentations

- Working with Custom Presentations
- Colour Scheme Effects
- Customising the Side Background
- Colour Selection Tips
- Colour Combinations, Purpose and Accessibility

Using Appropriate Colour for Your Message

- Saving/Deleting a Custom Template
- Applying an Existing Template

Editing Notes and Handout Masters

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Handout Master
- Formatting the Handout Master

Adding Special Effects

- Transition Effects
- Animation Effects
- Inserting Sounds and Video
- Changing Multimedia Settings
- Motion Paths
- Drawing a Custom Motion Path

Setting up the Slide Show

- Setting up a Slide Show to Run
- Hiding a Slide
- Rehearsing Slide Transitions

Expanding a Slide Show

- Creating a Custom Show
- Creating and Using a Hyperlink
- Using an Action Button
- Jumping to Another Presentation
- Using the Slide Finder
- Creating a Summary Slide
- Creating an Agenda Slide

Presenting To a Wider Audience

- Sharing Presentation Ideas
- Embedding the Fonts
- Using the Pack and Go Wizard
- Using the PowerPoint Viewer
- Using Meeting Minder
- Previewing and Formatting a Presentation as a Web Page

Customising Toolbars

- Creating a Custom Toolbar
- Adding/Removing Toolbar Buttons
- Deleting a Custom Toolbar

Using Tables

- Inserting a Word Table
- Entering Data into Table Cells
- Activating Word to Edit a Table
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns

Duration:

1-Day

Audience:

The course has been designed for new users of PowerPoint 2003.

Pre-requisites:

Students must have basic keyboard and mouse skills and be familiar with the Windows operating system.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support

Exporting Outlines and Presentation Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Slide as a Graphic
- Exporting Slides
- Exporting to 35mm Slides
- Exporting Colour Overheads or Prints