

Objectives

Description

As a Microsoft® 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 you first take one of the following courses or have equivalent knowledge:

- ✓ Microsoft PowerPoint 2003: Basic

Objectives

Upon successful completion of this course, students will be able to:

- ✓ create a design template.
- ✓ create organization charts and diagrams.
- ✓ add multimedia, charts and tables to the presentations.
- ✓ use advanced presentations options.
- ✓ use functionality that will enable you to deliver live, self-service, and online presentations.

Outline

Unit 1: Building custom presentations

Topic A: Modifying templates

Topic B: Building custom templates

Topic C: Building custom slide masters

Topic D: Advanced slide master techniques

Unit 2: Using multimedia in presentations

Topic A: Advanced clip art and drawing techniques

Topic B: Adding movies and sound

Topic C: Using animations

Topic D: Using scanned images

Unit 3: Using organization charts and tables

Topic A: Advanced organization chart options

Topic B: Formatting and modifying tables

Unit 4: Advanced presentation techniques

Topic A: Adding special effects

Topic B: Working with slide show options

Topic C: Setting up review cycles

Unit 5: Advanced presentation delivery options

Topic A: Online meetings

Topic B: Working with shared workspaces

Topic C: Working with the Package for CD feature

Topic D: Advanced delivery techniques

Unit 6: Customizing the environment

Topic A: Customizing and creating toolbars

Topic B: Automating your work

Unit 7: Microsoft Office integration

Topic A: Working with Excel

Topic B: Working with Word

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives