

PowerPoint 2003 - Lvl 2

Creating Effective Presentations

Synopsis:

This module covers working with the various editing tools to create effective presentations. It includes tasks such as creating basic charts; creating and using tables; customizing presentations; editing presentation masters, notes masters, and handout masters; and adding special effects. Students will also learn how to set up and expand a slide show.

Prerequisites:

PowerPoint 2003 - Lvl 1

Objectives:

- Create basic charts
- Use Tables
- Customize presentations
- Edit presentation masters
- Edit notes and handout masters
- Add special effects
- Set up the slide show
- Expand a slide show

This module includes:

Creating Basic Charts

- Using charts in presentations
- Creating a chart
- Deleting data from the datasheet
- Entering data into the datasheet
- Changing the chart type

Using Tables

- Creating a PowerPoint table
- Inserting a Word table
- Editing a Word table
- Using Table AutoFormat
- Working with user-defined table styles
- Adjusting table cells
- Selecting rows and columns
- Inserting rows and columns
- Linking a Word table

Customizing Presentations

- Working with custom presentations
- Applying a color scheme
- Customizing a color scheme
- Customizing the slide background
- Saving a custom template
- Deleting a custom template
- Applying an existing template

Editing Presentation Masters

- Working with the slide master
- Formatting the slide master
- Adding header and footer information
- Formatting the title master
- Inserting a new slide master
- Inserting a new design master
- Applying multiple masters
- Preserving a slide master
- Changing a font for a presentation

Editing Notes and Handout Masters

- Working with the notes master
- Formatting the notes master

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Creating Effective Presentations

- Adding a notes master placeholder
- Formatting the handout master
- Adding a handout master placeholder

Adding Special Effects

- Applying an animation scheme
- Animating text and objects
- Setting animation timing
- Animating a chart
- Inserting sounds and video
- Changing multimedia settings
- Inserting animated GIFs

Setting Up the Slide Show

- Setting automatic slide timings
- Setting up a continuous loop
- Hiding a slide
- Rehearsing slide transition timings

Expanding a Slide Show

- Creating a custom show
- Setting up a custom slide show as the default
- Creating a hyperlink
- Using a hyperlink
- Using an action button
- Jumping to another presentation
- Using the Slide Finder
- Creating a summary slide - Slide Sorter
- Creating an agenda slide

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Advanced Features

Synopsis:

This module covers some of the reviewing and graphic features in PowerPoint. It includes tasks such as presenting a presentation to an audience and collaborating on a presentation. Students will also learn how to edit and import charts, create custom charts, use organization charts and diagrams, and export outlines and presentation slides.

Prerequisites:

PowerPoint 2003 - Lvl 1

Objectives:

- Present to a wider audience
- Collaborate on a presentation
- Edit and import charts
- Create custom charts
- Use organization charts/diagrams
- Export outlines and presentation slides

This module includes:

Presenting to a Wider Audience

- Sharing presentation ideas
- Embedding the fonts in a presentation
- Adding a password
- Removing a password
- Packaging a Presentation
- Using the PowerPoint Viewer
- Previewing a presentation as a web page
- Formatting a presentation for the Web
- Scheduling an online meeting

Collaborating on a Presentation

- Sending a presentation for review
- Reviewing a presentation
- Combining reviewed presentations
- Reviewing merged changes
- Applying reviewer changes
- Ending a review
- Printing reviewer comments

Editing and Importing Charts

- Editing charts
- Formatting the chart data markers
- Repositioning the legend
- Formatting the 3-D view of a chart
- Dragging to adjust a 3-D chart
- Exploding a pie chart
- Selecting chart options
- Importing an Excel chart

Creating Custom Charts

- Displaying chart axes
- Displaying chart gridlines
- Formatting chart gridlines
- Formatting chart axes
- Formatting the scale of an axis
- Adding a chart title
- Changing the data series
- Adding a drawing object to a chart
- Adding text to a chart
- Inserting a data table

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Advanced Features

Using Organization Charts/Diagrams

- Creating an organization chart
- Adding text to shapes
- Adding positions to shapes
- Selecting multiple shapes
- Rearranging shapes
- Formatting shapes
- Inserting a diagram
- Working with diagrams

Exporting Outlines and Slides

- Exporting notes and handouts to Word
- Exporting an outline to Word
- Saving a presentation as an outline
- Saving a slide as a graphic