

# Microsoft PowerPoint 2003 – Advanced



Delegates completing this course will be able to use the full functionality of this powerful programme and its many features. This is of particular relevance to anyone who has a need to create the highest possible professional presentation



The shortcuts and benefits that the delegates take away from the course will save anyone involved in the production of enhanced presentations literally hours

in producing them, and more time again should they need to be edited or amended. This includes the customization of templates, and the creation of slide masters. ***This course can be tailored to your specific needs.***

**Duration:** 1 Day

## Course Outline:

### Templates

- ▶ Creating A Template
- ▶ Using A Customised Template

### Slide Masters

- ▶ Creating Slide Masters
- ▶ Viewing Slide Masters
- ▶ Modifying The Slide Master
- ▶ Adding A Logo
- ▶ Adding Slide Numbers

### Drawing Objects

- ▶ Using The Drawing Tools
- ▶ Create A Flowchart
- ▶ Editing A Grouped Object
- ▶ Layering Objects

### Animation

- ▶ Animation Schemes
- ▶ Applying Custom Animation
- ▶ Motion Paths
- ▶ Animating Diagrams

### Media And Action Buttons

- ▶ Inserting A Movie Clip
- ▶ Inserting Sounds
- ▶ Creating Action Buttons
- ▶ Duplicating Action Buttons
- ▶ Creating Autoshape Action Buttons

### Slide Show Navigation

- ▶ Slide Sorter View
- ▶ Adding Speaker Notes
- ▶ Creating A Summary Slide
- ▶ Removing Slide Numbers
- ▶ Hyperlinks
- ▶ Internal Hyperlinks
- ▶ Hyperlink To Another Application
- ▶ Presenting A Slide Show

### Set Up Shows

- ▶ Set Up Show For Kiosk
- ▶ Set Up Show For Speaker
- ▶ Rehearse Timings
- ▶ Package For CD

### Printing And Publishing

- ▶ Printing And Publishing Options
- ▶ Web Page Preview
- ▶ Publish As Web Pages



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