

PowerPoint 2003-Level 2



WORKING WITH MASTERS AND TEMPLATES

- Opening Templates
- Modifying Slide Masters
- Changing Background Objects
- Adjusting the Background
- Defining Text Styles for Templates
- Adding Designs to Title Masters

UNDERSTANDING WORD ART

- Inserting Text
- Modifying WordArt
- Adding Emphasis to WordArt

WORKING WITH GRAPHICS

- Creating Slides for Clip Art
- Arranging Clip Art on Slides
- Modifying Graphics
- Inserting Slides
- Working with Drawing Tools

USING TABLES AND CHARTS

- Creating and Working with a Table
- Working with Columns and Rows
- Splitting, Merging & Erasing Cells
- Creating and Erasing Lines
- Aligning Text in Cells
- Changing Border Width, Style and Color
- Showing and Hiding Borders and Lines
- Deleting a Table

WORKING WITH ORGANIZATION CHARTS AND DIAGRAMS

- Creating, Modifying and Deleting an Organization Chart
- Inserting and Deleting Organization Chart Shapes
- Adding a Preset Design Scheme to an Organization Chart
- Using Diagram Types
- Entering text

WORKING WITH MULTIMEDIA

- Inserting Sounds and Video Clips
- Automating the Multimedia in your Presentation

WORKING WITH OTHER PROGRAMS

- Embedding an Excel Worksheet into a Slide
- Modifying an Embedded Object
- Inserting a Linked Excel Chart
- Using Hyperlinks

DELIVERING YOUR PRESENTATION

- Understanding Animation Features
- Applying Effects
- Using Slide Transitions
- Using Animations Schemes
- Customizing Animation Schemes
- Creating a Presentation that Runs By Itself
- Packaging and Copying a Presentation to a CD
- Viewing a Packaged Presentation