

# Creating Effective Presentations with PowerPoint

## (PowerPoint 2003-Level 2)



### **WORKING WITH MASTERS AND TEMPLATES**

- Opening Templates
- Modifying Slide Masters and Adding Designs
- Changing & Adjusting Background

### **WORKING WITH GRAPHICS**

- Creating Slides for Clip Art
- Modifying Graphics
- Working with Drawing Tools
- Creating WordArt

### **USING TABLES AND CHARTS**

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

### **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

### **WORKING WITH MULTIMEDIA**

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

### **DELIVERING YOUR PRESENTATION**

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