

PowerPoint 2003 Advanced Course Content

Review of Basics

Review practical

Working with Tables

Introduction
Creating a table
Resizing and moving a table
Resizing columns and rows
Merging and splitting cells
Inserting and deleting rows and columns
Text alignment
Borders and shading

Flow Diagram and Drawing Techniques

Drawing shapes
Altering dimensions
Adding text
Format Painter
Aligning and distributing
Ordering
Rotating and flipping
Grouping and ungrouping

Customising Presentations

Slide Master
Templates
Custom backgrounds
Customising colour schemes
Applying Existing templates to a new presentation

Using PowerPoint with Other Programs

Inserting slides from other presentations
Object linking and embedding
Importing an Excel spreadsheet
Importing Excel data into a PowerPoint chart
Importing text from Word
Exporting an outline to Word

Working with Multimedia

Introduction
Inserting movies
Inserting sounds

Advanced Slide Shows

Review of transitions and animation
Building a bullet list
Hiding slides
On-screen navigation tools
Creating custom shows
Action Buttons and hyperlinks
Slide show options
Creating a summary slide
Package for CD

PowerPoint and the Web

Publishing a presentation
Opening a web presentation