

Microsoft PowerPoint 2003 Advanced – Duration 1 day

Pre-requisites: Delegates must be confident with using Windows and a mouse and be experienced with topics covered in the PowerPoint Introduction Course.

Aim: By the end of this course you will be able to create an advanced presentation with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Advanced Customising Templates
- Tables and Organisation Charts
- Embedding and Linking Objects
- Graphs
- Delivering Presentations
- Working with the Internet

Course Outline:**Customising Presentation Slides**

- Tab Setting
- Creating Custom Backgrounds
- Customising the Slide Colour Scheme

Working with Templates

- Working with the Slide Master
- Working with the Title Master
- Masters and Design Templates
- Modifying Slides based on the Slide Master
- Creating your own Templates

Working with Tables and Organisation Charts

- Creating a Table in PowerPoint
- Changing Table Attributes
- Creating an Organisation Chart
- Changing an Organisation Chart Attributes

Using PowerPoint with other Programs

- Object Linking and Embedding
- Editing Linked and Embedded Objects
- Transferring Text into PowerPoint from Word
- Transferring PowerPoint Data to a Word Document
- Embedding an Excel Worksheet in a Slide
- Inserting Slides from Other Presentations

Creating Graphs

- Starting MS Graph
- The Datasheet Window
- Entering and Editing Data in the Datasheet Window
- The Graph Toolbar
- Choosing a Chart Type
- Adding Chart Elements
- Editing a Chart
- Inserting a Chart into a Presentation
- Inserting a Chart from Excel
- Setting Chart Defaults

Delivering On-Screen Presentations

- What is a Slide?
- Hiding Slides
- Working with Transition Effects
- Rehearsing a Presentation
- Interactive Slide Shows
- Creating Summary Slides

PowerPoint and the Internet

Web Publishing

What you need to publish a Presentation

What to expect with a Web Presentation

Publishing a Presentation

Saving a Presentation as a Web Page

Saving HTML file to a Specific Target Browser

Using Web Folders