

PowerPoint 2003 – Level 2 Outline

POWERPOINT 2003 LEVEL 2 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN POWERPOINT 2003?

LESSON 1 - ANIMATION TECHNIQUES

1.1 APPLYING ANIMATION SCHEMES

1.2 USING CUSTOM ANIMATION

1.3 ADDING SLIDE TRANSITIONS

1.4 USING TRANSITION TRIGGERS

1.5 REHEARSING TIMING

LAB 1 – ON YOUR OWN

LESSON 2 - PRESENTATION OUTPUT

2.1 PREVIEWING A PRESENTATION

2.2 PAGE SETUP

2.3 PRINTING SLIDES

2.4 PRINTING SLIDE OUTLINES

2.5 PRINTING SPEAKER NOTES

2.6 PRINTING HANDOUTS

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

3.1 IMPORTING AN EXCEL DOCUMENT INTO A SLIDE

3.2 MODIFYING AN EMBEDDED EXCEL CHART

3.3 INSERTING A WORD DOCUMENT INTO A SLIDE

3.4 ADDING SOUND TO SLIDES

3.5 ADDING VIDEO TO SLIDES

3.6 EXPORTING A PRESENTATION TO WORD

LAB 3 – ON YOUR OWN

LESSON 4 - MANAGING AND DELIVERING A PRESENTATION

4.1 SETTING UP A SLIDE SHOW

4.2 USING SLIDE SHOW NAVIGATION TOOLS

4.3 CREATING ACTION BUTTONS

4.4 USING PACKAGE FOR CD

4.5 DELIVERING A PACKAGE FOR CD PRESENTATION

4.6 WORKING WITH EMBEDDED FONTS

4.7 MANAGING FILES AND FOLDERS

4.8 CREATING A CUSTOM SLIDE SHOW

LAB 4 – ON YOUR OWN

LESSON 5 - PRESENTING ON THE WEB

- 5.1 USING HYPERLINKS
 - 5.2 SAVING A PRESENTATION AS A WEB PAGE
 - 5.3 VIEWING A WEB PRESENTATION
 - 5.4 PUBLISHING A WEB PRESENTATION
 - 5.5 SETTING UP AN ONLINE BROADCAST
 - 5.6 SCHEDULING AN ONLINE BROADCAST
- LAB 5 – ON YOUR OWN

LESSON 6 - WORKGROUP COLLABORATION

- 6.1 EMAILING A PRESENTATION
 - 6.2 ADDING AND REVIEWING COMMENTS
 - 6.3 EDITING AND DELETING COMMENTS
 - 6.4 SETTING A DEFAULT FILE LOCATION
- LAB 6 – ON YOUR OWN

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