



To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com

Microsoft Office PowerPoint 2003: Level 2

Course Description

As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

Course Objective: You will use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

Target Student: This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery, or students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2003 and who already have knowledge of the basics of Microsoft® PowerPoint® 2003, including slide formatting, working with tables, images, and objects, charting data, and presentation preparation.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities - Mentor Lab - Flexible

Duration: 1.00 Day(s)

Prerequisites: To ensure your success, we recommend that you have taken the courses or possess equivalent knowledge.

- *Windows XP: Introduction*
- *Windows 2000: Introduction*
- *Microsoft PowerPoint 2003: Level 1*

Web browsing experience is also strongly recommended.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Create a design template.
- Create organization charts and diagrams.
- Add special effects to a Microsoft® Office PowerPoint® 2003 slide.
- Create a Web-based Microsoft® Office PowerPoint® 2003 presentation.
- Use a Microsoft® Office PowerPoint® 2003 presentation for collaborative workgroup review.
- Use functionality that will enable you to deliver live, self-service, and online presentations.

Course Content

Lesson 1: Creating a Custom Design Template

Define Design Template Characteristics

Create a Custom Color Scheme

Set Up a Slide Master

Format Custom Bullets

Add a Footer

Modify the Notes Master

Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

Working with Organization Charts

Update an Organization Chart

Applying a Chart Layout

Create a Diagram

Draw a Flowchart

Lesson 3: Adding Special Effects

Add Sound and Movies

Add Animation

Emphasize Objects

Set a Motion Path

Set the Order of Effects

Lesson 4: Creating Web Presentations

Create a Group Home Page with the AutoContent Wizard

Hyperlink to a Web Page

Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

Set Password Protection

Work with Comments

Send a Presentation for Review

Merge Revision Copies

Apply Reviewer Changes

Lesson 6: Delivering a Presentation

Hyperlink Within PowerPoint

Add an Action Button

Set Up a Custom Show

Annotate a Presentation

Working with Narrations and Slide Timings

Set Up a Slide Show to Repeat Automatically

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