

Course ID

M-PWRPT03L2

Course Duration

1 day

Course Title

Microsoft Office PowerPoint 2003: Level 2

Related Courses

Aimed At

Those with a working knowledge of Power Point who wish to learn its more advanced features or those preparing for the Microsoft Office Specialist examination in Microsoft® PowerPoint® 2003.

Group Size

5-15

Prerequisites

- Microsoft Office Power Point 2003: Level 1 (M-PWRPT03L1, 1 day)

Web browsing experience is also strongly recommended.

Course in a Nutshell

In this second of our two courses on Power Point we will show you how to add professional glitz, turning your simple presentations into powerful means of communication. You will learn how to design custom slide templates and enhance your presentations with charts and diagrams, animations, sound, and movies. You will also learn how to format your format presentations for live, web-based, and self-service delivery. Finally, we will show you how to work collaboratively with others in Power point.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

Upon successful completion of this course, participants 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
Outline**

Lesson 1: Creating a Custom Design Template

- Topic 1A: Define Design Template Characteristics
- Topic 1B: Create a Custom Color Scheme
- Topic 1C: Set Up a Slide Master
- Topic 1D: Format Custom Bullets
- Topic 1E: Add a Footer
- Topic 1F: Modify the Notes Master
- Topic 1G: Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

- Topic 2A: Working with Organization Charts
- Topic 2B: Update an Organization Chart
- Topic 2C: Applying a Chart Layout
- Topic 2D: Create a Diagram
- Topic 2E: Draw a Flowchart

Lesson 3: Adding Special Effects

- Topic 3A: Add Sound and Movies
- Topic 3B: Add Animation
- Topic 3C: Emphasize Objects
- Topic 3D: Set a Motion Path
- Topic 3E: Set the Order of Effects

Lesson 4: Creating Web Presentations

- Topic 4A: Create a Group Home Page with the AutoContent Wizard
- Topic 4B: Hyperlink to a Web Page
- Topic 4C: Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

- Topic 5A: Set Password Protection
- Topic 5B: Work with Comments
- Topic 5C: Send a Presentation for Review
- Topic 5D: Merge Revision Copies
- Topic 5E: Apply Reviewer Changes

Lesson 6: Delivering a Presentation

- Topic 6A: Hyperlink Within PowerPoint
- Topic 6B: Add an Action Button
- Topic 6C: Set Up a Custom Show
- Topic 6D: Annotate a Presentation

- Topic 6E: Working with Narrations and Slide Timings
- Topic 6F: Set Up a Slide Show to Repeat Automatically

Wrap-up

- Microsoft Office Specialist Program
- Recap, Q/A, and Evaluations

Lab Requirements

Hardware Requirements

This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system (300 MHz is recommended).
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk if you use Windows XP Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A 3 GB hard disk if you use Windows 2000 Professional as your operating system. You should have at least 600 MB of free hard disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements

- Windows XP Professional or Windows 2000 Professional
- Either Windows XP Professional with Service Pack 1 or Windows 2000 Professional with Service Pack 3.
- Microsoft® Office Professional Enterprise Edition 2003.

**How You Will
Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

August 13, 2006