

MS PowerPoint 2003 Level 2

Duration: 1 Day Using Watsonia manual INF419

Outcome: At the completion of this course participants will be able to:

- work with text in PowerPoint
- create tables, charts and diagrams in a presentation
- create organisational charts in presentations
- create slide masters for use in presentations
- insert tables from Microsoft Word and modify them in PowerPoint
- create and use templates and colour schemes
- import data into PowerPoint from a number of different applications
- insert movie clips and sound waves and work with action buttons
- set up an on-screen presentation
- modify charts in a presentation.

Prerequisites This course assumes a working understanding of Microsoft PowerPoint and the ability to produce a basic presentation.

Content:

- **Text Techniques**
 1. Text Pointers
 2. Text Layouts
 3. Adding Text Directly To A Slide
 4. Adding Speaker Notes
 5. Formatting Text
 6. Applying Simple WordArt
 7. Deleting A Text Placeholder
- **Tables Charts & Diagrams**
 1. Create a Table
 2. Charts
 3. Create A Chart
 4. Modifying Charts
 5. Create An Organization Chart
 6. Modifying Organization Charts
 7. The Diagram Gallery
 8. Create A Diagram
- **Organisation Charts**
 1. Creating An Organisation Chart
 2. Editing Organisation Charts
 3. Adding Subordinates
 4. Changing Subordinate Layout
 5. Formatting Organisation Charts
 6. Formatting Organisation Chart Branches
 7. Adding An Assistant
- **Slide Masters**
 1. Using Master Slides
 2. Viewing The Slide Masters
 3. Modifying The Master Font
 4. Modifying The Bullet Colour

5. Changing The Bullet Shape
 6. Adding A Logo
 7. Adding Slide Numbers
- **Word Tables**
 1. Inserting A Word Table
 2. Formatting A Word Table
 3. Entering Text In A Word Table
 4. Changing Column Width In A Word Table
 5. Adding Borders To Word Tables
 6. Adding Shading To Word Tables
 - **Templates & Colour Schemes**
 1. About Templates & Colour Schemes
 2. Creating A Blank Presentation
 3. Changing The Colour Scheme
 4. Adding Graphics
 5. Customising Bullets And Text Layout
 6. Creating A Template
 7. Creating A Greyscale Colour Scheme
 8. Using The Customised Template
 - **Importing into PowerPoint**
 1. Copying & Linking Excel Tables
 2. Importing & Linking Excel Charts
 3. Importing Word Tables
 - **Media & Action Buttons**
 1. Inserting A Movie Clip
 2. Inserting Sounds
 3. Action Buttons
 4. Creating Action Buttons
 5. Duplicating Action Buttons
 6. Creating AutoShape Action Buttons
 7. Assignment – AutoShape Action Buttons
 8. Testing Actions Buttons
 - **Set Up Shows**
 1. Applying Timings For A Kiosk
 2. Set Up Show For Kiosk
 3. Set Up Show For Speaker
 4. Rehearsed Timings
 5. Package For CD
 - **Modifying Charts**
 1. Chart Elements
 2. Modifying Chart Data
 3. Modifying Chart Colour
 4. Deleting Data Series
 5. Modifying Chart Options
 6. Showing Chart Legends
 7. Modifying Chart Legends
 8. Adding Data Labels To A Chart
 9. Working With Pie Charts
 10. Modifying Chart Backgrounds

