

Course Syllabus: Microsoft PowerPoint 2003 Advanced

Working with Graphs and Organization Charts

Creating a Chart
Modifying a Chart
Selecting a Chart Type
Creating an Organization Chart
Modifying your Organization Chart
Formatting Your Organization Chart

Delivering Your Presentation

Delivering a Presentation on a Computer
Using Slide Transitions
Using an Animation Scheme
Using Custom Animations
Rehearsing Slide Show Timings
Creating a Presentation that Runs by Itself
Creating a Custom Show
Packaging and Copying a Presentation to CD
Viewing a Packaged Presentation

Working with Multimedia

Inserting Sounds
Adding Voice Narration to Your Slides
Inserting a Video Clip
Automating the Multimedia in Your Presentation

Working with Other Programs and the Internet

Inserting a Slide into a Microsoft Word Document
Embedding a Microsoft Excel Worksheet into a Slide
Modifying an Embedded Object
Inserting a Linked Excel Chart
Importing and Exporting an Outline
Using Hyperlinks
Using Action Buttons
Saving a Presentation as a Web Page
Viewing a Web-Based Presentation

Advanced Topics

Hiding, Displaying, and Moving Toolbars
Customizing PowerPoint's Toolbars
Sending Faxes
Adding Comments to a Slide
Customizing PowerPoint's Default Options
File Properties and Finding a File
Recording a Macro
Playing and Editing a Macro