

# **PowerPoint 2003 Advanced Course Outline**

**1 day course**

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## **Objectives**

After completing this course you will know how to:

- Structure a presentation
- Use hyperlinks
- Use action buttons
- Create charts
- Import/Export from/to Excel or Word
- Edit graphics
- Use advanced tools

## **Pre-requisites**

- Experience of Windows 2000 or later.
- Attendance on PowerPoint 2003 Introduction course or equivalent knowledge

## **Course Contents**

### **Looking at Advanced Presentation Concepts**

- Structuring a Presentation
- Controlling Slide Show Progression
- Creating a Custom Show
- Adding Hyperlinks
- Adding Action Buttons
- Creating Self-Running Presentations
- Saving as a PowerPoint Show

### **Working with Objects**

- Creating Charts
- Creating an Organization Chart
- Linking and Embedding Objects
- Importing and Exporting Text
- Importing Tables from Microsoft Office Word
- Importing Charts from Microsoft Excel
- Exporting Information

### **Sharing Presentations with Others**

- Using the Package for CD Feature
- Working with Others
- Saving a Presentation as a Web Site

### **Editing Graphics**

- Using Alignment Tools
- Using Colour
- Editing Bitmap Graphics
- Editing Clip Art

### **Using Advanced Tools**

- Using the Slide Finder
- Using the Format Painter
- Working with Macros
- Editing Macros
- Customising Toolbars and Menus
- Creating and Customising Toolbars
- Creating a New Menu

### **Using Other PowerPoint Tools**

- Using More AutoShapes
- Creating Flowcharts
- Using Templates
- Working with Diagrams
- Creating a Photo Album