

PowerPoint 2002 - Advanced	
Overview	Students will learn the basic skills necessary to begin using PowerPoint 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  PowerPoint 2002: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Modify an existing template, create a template from a blank presentation, build a custom slide master, maintain multiple slide masters, and use Automatic Layout.</li> <li>• Work with advanced clip art and drawing techniques, and add sound clips, movie clips, animation effects, and scanned images to a presentation.</li> <li>• Insert and modify an Excel worksheet, build slides from a Word outline and insert a Word table in a presentation.</li> <li>• Use organization chart options, format tables, and draw tables in a presentation.</li> <li>• Add action buttons, link a presentation to another file, set up slide shows, create custom slide shows, and set up a review cycle.</li> <li>• Customize an existing toolbar, create a new toolbar, and create and run a basic macro</li> </ul>

## Topics covered in the comprehensive manual

### **Building custom presentations**

Using templates  
Building custom templates  
Building custom slide masters  
Advanced slide master techniques  
Using Auto Layout

### **Using multimedia in presentations**

Advanced clip art and drawing techniques  
Adding movies and sound from the Clip Organizer  
Using animations  
Using scanned images

### **Microsoft Office Integration with PowerPoint**

Working with Excel  
Working with Word

### **Working with organization charts and tables**

Advanced organization chart options  
Formatting and enhancing tables

### **Advanced presentation techniques**

Adding special effects  
Working with slide show options  
Setting up review cycles

### **Advanced presentation delivery options**

Broadcast presentations  
Working with the Pack and Go Wizard  
Advanced delivery techniques

### **Customizing the PowerPoint environment**

Working with toolbars  
Automating your work

### **Appendix A: MOUS exam objectives map**

Comprehensive exam objectives