

PowerPoint 2002 – Sales Presentations	
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"> • Modify an existing template, create a template from a blank presentation, build a custom slide master, maintain multiple slide masters, and use Automatic Layout. • Create a presentation by using the AutoContent Wizard and design templates, and rehearse slide timings and set slide transitions. • Add preset animation and custom animations, change the slide order, create charts, insert, ungroup, and group clip art. • Add AutoShapes and apply effects, add animation to images and apply colour effects. • Add and play sound, add and play a movie, change the sound quality, and link and delete narration. • Customize slide master text, add a symbol and WordArt to the footer. • Use the Pack and Go Wizard to make presentations available on computers without PowerPoint.

Topics covered in the comprehensive manual

Planning presentations

Creating presentations
Applying transition effects
Advancing slides
Setting up slide shows

Using animation, charts, and clip art

Adding animation effects
Creating charts
Using clip art

Working with AutoShapes and images

Using AutoShapes
Using images
Modifying images

Using multimedia

Using sound and movies
Recording narration

Customizing presentations

Building custom slide masters

Web features

Saving presentations for Web delivery
Using hyperlinks
Customizing Web pages

Advanced delivery options

Broadcasting presentations
Working with Web Folders
Working with the Pack and Go Wizard