

PowerPoint 2003 - Advanced	
Overview	Students will learn further concepts and skills for using PowerPoint 2003.
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 2003: 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 a template; create a template from a blank presentation, and add graphic elements to it; build a custom slide master; and work with slide masters.</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>• Use advanced organization-chart options; format tables; and draw tables in a presentation.</li> <li>• Add and modify action buttons; create and edit custom slide shows; and set up a review cycle.</li> <li>• Customize a toolbar; create a toolbar; and create and run a macro.</li> <li>• Insert and edit an Excel worksheet; build slides from a Word outline; insert a Word table into a presentation; send a presentation to Word; edit a presentation in Word.</li> </ul>

## Topics covered in the comprehensive manual

### **Building custom presentations**

Modifying templates  
Building custom templates  
Building custom slide masters  
Advanced slide master techniques

### **Using multimedia in presentations**

Advanced clip art and drawing techniques  
Adding movies and sound  
Using animations  
Using scanned images

### **Using organization charts and tables**

Advanced organization chart options  
Formatting and modifying tables

### **Advanced presentation techniques**

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

### **Advanced presentation delivery options**

Online meetings  
Working with shared workspaces  
Working with the Package for CD feature  
Advanced delivery techniques

### **Customizing the environment**

Customizing and creating toolbars  
Automating your work

### **Microsoft Office integration**

Working with Excel  
Working with Word

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

Comprehensive exam objectives