

| PowerPoint 2003 – Sales Presentations | |
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| Overview | Students will learn the basic skills necessary to begin 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 | 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: <ul style="list-style-type: none"> • Apply animation effects, change the order and timing of text objects, create and animate charts, and ungroup and group clip art objects. • Apply fill, 3-D, and shadow effects to AutoShapes and apply morphing effects to images. • Use sounds and movies in a presentation; set the recording level; change the sound quality; and link, record, mute, and delete narration in a presentation. • Build a custom slide master by customizing text and by inserting a symbol and an object in the Footer Area. • Use the Package for CD feature to package a presentation and run it. |

Topics covered in the comprehensive manual

Using animation, charts, and clip art

Applying animation effects
Creating charts
Ungrouping and grouping clip art

Working with AutoShapes and images

Using AutoShapes
Morphing 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

Online meetings
Working with shared workspace
Web publishing
Working with the Package for CD feature