

**Duration:** One day

**Associated courses:** Powerpoint 2003 Introduction

## Powerpoint 2003 Advanced

Description	Pre-requisites
This course is aimed at users who are familiar with creating presentations but need the tools to produce slicker, more cohesive shows that give more flexibility and power to the presenter.	Please view the contents of the <b>Powerpoint Introduction</b> course and make sure that you are comfortable with the majority (80%) of the contents before considering this course.

## CONTENTS

<p><b>Working with charts</b></p> <ul style="list-style-type: none"><li>Creating and modifying charts</li><li>Manipulating the source data</li><li>Adding a chart title</li><li>Changing the chart type</li><li>Setting the axis labels</li><li>Showing or hiding the gridlines</li><li>Showing or hiding the legend</li><li>Adding data labels</li><li>Adding a data table</li><li>Selecting and formatting a chart component</li><li>Changing the text orientation</li><li>Applying a gradient, texture, pattern or picture fill to a chart component</li><li>Manipulating 3D charts</li><li>Exploding a pie chart</li><li>Importing an Excel chart</li><li>Using the chart toolbar</li></ul> <p><b>Organisation charts</b></p> <ul style="list-style-type: none"><li>Creating a hierarchy chart</li><li>Adding and removing subordinates, co-workers and assistants</li><li>Changing the diagram layout</li><li>Formatting the diagram</li><li>Exploring the other diagram types - cycle, radial, target, Venn and pyramid</li></ul> <p><b>Integrating with other Office programs</b></p> <ul style="list-style-type: none"><li>Sending a presentation to Microsoft Word</li><li>Importing an outline from Word</li><li>Pasting and linking objects</li></ul>	<p><b>Advanced editing</b></p> <ul style="list-style-type: none"><li>Replacing one font with another</li><li>Setting Case End punctuation</li><li>Changing the Visual Clarity settings</li><li>Using the Style Checker</li><li>Using AutoCorrect</li></ul> <p><b>Creating a consistent presentation</b></p> <ul style="list-style-type: none"><li>Applying design templates</li><li>Changing the slide colour scheme</li><li>Managing the title and slide masters</li><li>Understanding the relationship between the master and the header and footer</li><li>Notes and handout masters</li><li>Creating and applying custom templates</li><li>Incorporating slides from other presentations</li></ul> <p><b>Linking within a presentation</b></p> <ul style="list-style-type: none"><li>Linking to other slides in the same presentation, other presentations, other files, web pages and emails</li><li>Adding screen tips</li><li>Editing and deleting a link</li><li>Returning to the link</li><li>Using Action Buttons</li></ul> <p><b>Incorporating sound and movies</b></p> <ul style="list-style-type: none"><li>Adding a soundtrack to a presentation</li><li>Changing how the track is initiated and when it finishes</li><li>Playing directly from a CD</li><li>Playing a movie during a show</li></ul>	<p><b>Custom Animation</b></p> <ul style="list-style-type: none"><li>Understanding the difference between standard and custom animation</li><li>Choosing animation steps</li><li>Advancing slides automatically or using the mouse</li><li>Defining a motion path</li><li>Animating chart components</li><li>Animating by letter, word or sentence</li><li>Inserting sounds, movie clips and animated GIFs</li><li>Changing or removing an animation step</li></ul> <p><b>Preparing for the perfect presentation</b></p> <ul style="list-style-type: none"><li>Rehearsing your timing</li><li>Recording a narration</li><li>Creating, running and editing a custom show</li><li>Setting up a slide show</li><li>Preparing speaker notes and handouts</li></ul> <p><b>Running the show</b></p> <ul style="list-style-type: none"><li>Learning the navigation keys and techniques</li></ul> <p><b>Packaging a presentation</b></p> <ul style="list-style-type: none"><li>Using the Package for CD Wizard</li><li>Using the Powerpoint Viewer</li><li>Previewing and publishing the presentation to the web</li></ul>
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