



Central IT Training

PowerPoint 2003 Advanced

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of PowerPoint enabling you to further enhance your presentations and make use of timesaving features.

Minimum Requirements

Delegates should have a good basic knowledge of PowerPoint to Introduction level.

Course Contents

Slide Features

- Using Comments
- Inserting Slide Numbers
- Inserting the Date and Time
- Inserting Symbols
- Headers and Footers
- Style Checker
- AutoCorrect
- Moving and Copying Slides

More Graphics and Sounds

- Inserting Images from File
- Inserting Images from the Web
- Inserting Movies and Sound
- Movies in the Slide Show
- Playing Tracks from a CD
- Organisation Charts

Additional Advanced Tools

- Meeting Minder
- Sending Minutes to Word
- Reviewing Presentations
- Pack and Go
- Save as PowerPoint Show

Presentation Enhancements

- Action Settings
- Action Buttons
- Rehearsing Timings
- Setting up a Show
- Recording Narration
- Recording Sounds and Comments

Time Saving Features

- Duplicating Slides
- Hide Certain Slides
- Summarising Slides
- Custom Shows
- Macro's

Templates

- The Slide Master
- Title Master
- Setting Up Templates
- Using Templates
- Editing Templates
- Removing Templates