



Airhouse Studios

PowerPoint 2003 Advanced Course

Course Aims

This extremely practical course introduces the delegate to the more advanced features of PowerPoint 2003. It will provide “hands on” experience of many of the features found in this product. By the end of the course, the user will be competent with the following skills:

Course Outline

Master Slides & Templates

Design Considerations
Using Master Slides
Bullet Levels
Colour Schemes and Background Effects
Creating and Using a Template

Objects and Images

Rotate, Flip and Order Objects
Select, Group and Position Objects
Edit and Crop Images
Recolour Clip Art
Convert Pictures
Scan Images

Charts and Diagrams

Combination Charts
Editing and Animating Charts
Creating and Amending Flowcharts
Other Diagrams

Linking and Importing

Inserting Text Slides
Linking to a Document or Worksheet
Linking to a Chart or Image
Updating Linked Data
Editing Links

Navigation

Creating and Editing Hyperlinks
Action Buttons
Creating and Running Custom Shows
Hiding Slides

Animation and Timing

Custom Animation
Amending Animation Options and Effects
Animation Sequences
Inserting Animated Clips, Sounds & Movies
Applying Transitions and Timing

Macros

Recording and Running Macros
Assigning Macros

Finishing a Presentation

Recording a Narration
Include CD Tracks
Finalise a Presentation
Slide Show Types

Collaboration

Create and Read Comments
Review
Compare and Merge

A Wider Audience

Package for CD
Send Presentations
Publish to the Web
Working with web pages
Set up and View Presentation Broadcasts

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Intending, new or recent users of PowerPoint 2003 or any other presentation package.
Assumed Knowledge

Delegates should be familiar with the Windows operating system, either through attending a Windows Introductory course or knowledge gained from their own experience. Basic knowledge of PowerPoint 2003 is expected.