

Microsoft PowerPoint Level 2

Prerequisites: Microsoft Windows XP or Microsoft Windows 2000 Fundamentals and Web browsing experience. You must be able to perform basic mouse, keyboard, and word processing skills, and be proficient performing the objectives identified in the Microsoft PowerPoint Fundamentals course outline

Course Objectives

This course is intended for individuals who desire to gain skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

- Create a design template
- Create organizational charts and diagrams
- Add special effects to a PowerPoint slide
- Use a PowerPoint presentation for collaborative workgroup review
- Use functionality that will enable you to deliver live, self-service and online presentations

Course Outline

Lesson 1: Creating a Custom Design Template

- Define Design Template Characteristics
- Create a Custom Color Scheme
 - How to Select Colors
 - Color Schemes
- Set Up a Slide Master
 - Master Slides
- Format Custom Bullets
- Add a Footer
- Modify the Notes Master
- Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

- Working with Organization Charts
 - Organization Charts
 - Diagram Gallery
 - Organization Chart Toolbar
 - Organization Chart Layouts
- Update an Organization Chart
- Applying a Chart Layout
- Create a Diagram
- Draw a Flowchart
 - Flowcharts
 - Grid
 - Guides
- Creating an Organization Chart
- Inserting Tables

Lesson 3: Adding Special Effects

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path
- Set the Order of Effects

Lesson 4: Creating Web Presentations

- Create a Group Home Page with the AutoContent Wizard
 - Group Home Page
- Hyperlink to a Web Page
- Publish as a Web Page
 - The Web Publishing Process
 - Thesaurus

Lesson 5: Collaboration in PowerPoint

- Set Password Protection
 - Security Options
 - Passwords
- Work with Comments
 - Comments
- Send a Presentation for Review
 - File Merging
 - The Review Process
- Merge Revision Copies
- Apply Reviewer Changes
 - Change Tracking
 - Types of Review Changes

Lesson 6: Delivering a Presentation

- Hyperlink Within PowerPoint
 - Hyperlinks
- Add an Action Button
 - Action Buttons
- Set Up a Custom Show
 - Custom Slide Shows
- Annotate a Presentation
 - Pointer Options
- Working with Narrations and Slide Timings
 - Recording Quality

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- Set Up a Slide Show to Repeat Automatically
 - Information Kiosk
 - Continuous Looping