



COMPUTER TRAINING NETWORK

PowerPoint 2003 Advanced

COURSE DESCRIPTION: Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros. Finally, they'll learn how to integrate PowerPoint with other Office programs.

COURSE LENGTH: 7 hours

PREREQUISITES: Students taking this course should take the Microsoft PowerPoint 2003 Basics course or have equivalent experience.

TABLE OF CONTENTS:

Unit 1: Building custom presentations

Topic A: Modifying templates

Topic B: Building custom templates

Topic C: Building custom slide masters

Topic D: Advanced slide master techniques

Unit 2: Using multimedia in presentations

Topic A: Advanced clip art and drawing techniques

Topic B: Adding movies and sound

Topic C: Using animations

Topic D: Using scanned images

Unit 3: Using organization charts and tables

Topic A: Advanced organization chart options

Topic B: Formatting and modifying tables

Unit 4: Advanced presentation techniques

Topic A: Adding special effects

Topic B: Working with slide show options

Topic C: Setting up review cycles

Unit 5: Advanced presentation delivery options

Topic A: Online meetings

Topic B: Working with shared workspaces

Topic C: Working with the Package for CD feature

Topic D: Advanced delivery techniques

Unit 6: Customizing the environment

Topic A: Customizing and creating toolbars

Topic B: Automating your work

Microsoft PowerPoint 2003 Advanced

Table of Contents (Continued)

Unit 7: Microsoft Office integration

Topic A: Working with Excel

Topic B: Working with Word

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives