



Once you feel comfortable with the basic mechanics of creating a presentation and you have had opportunities to enhance your presentations with custom formatting, custom animation techniques, graphs and organizational charts you might want to learn some of the more advanced PowerPoint features. In the PowerPoint Advanced class, you will learn to use advanced tools such as hyperlinks, action buttons, and custom shows. In addition you will use the Picture toolbar to edit clip art images and modify the action settings for graphic objects. You will also enhance your presentations with multimedia effects such as animated clip art, narration, audio and video files. With the World Wide Web being ever more important in the business world, you will learn how to make your presentation web-ready with hyperlinks and saving in HTML format. You will also learn to create shockwave-like movies using PowerPoint's custom motion paths and advanced settings.

This class will provide you with the tools you need to produce professional, polished and eye-catching presentations whether they will be delivered as slide shows, presentation conferencing, via kiosks or web pages, or packaged for delivery from a CD. If you've reached a point in PowerPoint where you want to take your presentations to the next level, enroll in this class.

Microsoft Office PowerPoint 2003 Advanced is a four-hour class.

PREREQUISITES

- Microsoft Office PowerPoint 2003 Introduction
- Microsoft Office PowerPoint 2003 Intermediate

CONTENT

- Create action buttons in your presentation for an advanced navigation structure
- Format a presentation for the Internet with hyperlinks and HTML
- Create custom shows and explore PowerPoint 2003's enhanced pointer options
- Investigate a narrated presentation
- Work with the Picture toolbar to edit clip art or other graphics
- Enhance your presentation by inserting and manipulating sound and movie objects
- Modify action settings for movie and sound objects
- Import/export presentation data to and from Word
- Create summary slides for your presentation
- Package your presentation with linked files, graphics, and embedded fonts for delivery from a CD
- Compress your graphics to reduce the size of your presentation
- Use PowerPoint's custom motion paths to create shockwave-like movies