

Microsoft Office PowerPoint 2003 Intermediate



Do you want great looking presentations with WOW! animations, and do you want them in a hurry? This class is designed for PowerPoint presentation creators who are interested in mastering the key to PowerPoint's time-saving techniques: slide masters and templates. Understanding how to use PowerPoint masters will decrease the amount of time and energy you expend in creating your presentations. This class also explores working with color schemes, animation schemes, slide layouts and backgrounds which allow a user to create exciting presentations in a short amount of time.

If building charts is important to you, this class makes it easy to build charts and manipulate the data in them. Included as well, tips and tricks for importing data from other applications. To keep pace with the changing business environment, you will learn to add special effects to a presentation such as custom animation. PowerPoint 2003 has incorporated a new type of custom animation which allows you to work with motion paths, and more high-tech animation effects.

PowerPoint 2003 Intermediate is a four-hour class.

Prerequisites

- Microsoft Office PowerPoint 2003 Introduction or a good working knowledge of PowerPoint 2003
- Some experience with word processing and spreadsheet concepts

CONTENT

- Use time-saving techniques to format your presentation
- Troubleshoot a third party presentation
- Understand the value of working with slide layouts
- Modify existing slide masters and title masters
- Use multiple masters in a presentation
- Add content to a master slide
- Reapply slide layouts
- Create a design template for future use
- Create a content template for future use
- Enhance slide backgrounds with textured and gradient color fills
- Work with color schemes and animation schemes
- Build simple charts using Microsoft Graph
- Animate your charts using custom animation
- Import data into your PowerPoint chart from Excel 2003
- Embed an organization chart on a slide using Microsoft Graph
- Use custom animation to apply awesome entrance, exit, or emphasis animations
 - to text or graphics
- Use custom animation to establish timings for animations
- Create and edit motions paths for text or graphics

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