

PowerPoint 2003; Level 2, 2nd Edition (MOS Certified), CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: PowerPoint 2003: Level 1 or equivalent experience

What's in PowerPoint 2003; Level 2, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches advanced-level functions and features of PowerPoint 2003. 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.

Objectives

- Modify a template; create a template from a blank presentation, and add graphic elements to it; build a custom slide master; and work with slide masters.
- Work with advanced clip art and drawing techniques; and add sound clips, movie clips, animation effects, and scanned images to a presentation.
- Use advanced organization-chart options; format tables; and draw tables in a presentation.
- Add and modify action buttons; create and edit custom slide shows; and set up a review cycle.
- Use Microsoft NetMeeting to broadcast a presentation on demand; work with shared workspaces; embed fonts and compress pictures; use the Package for CD feature; run a packaged presentation; and use advanced delivery techniques.
- Customize a toolbar; create a toolbar; and create and run a macro.
- Insert and edit an Excel worksheet; build slides from a Word outline; insert a Word table into a presentation; send a presentation to Word; edit a presentation in Word; and save a presentation as an RTF outline.

Topic-Level Outline

Unit 1 : Building custom presentations

*Topic A: * Modifying templates*

A-1: Modifying a template

*Topic B: * Building custom templates*

B-1: Creating a template from a blank presentation

B-2: Adding graphics to a template

*Topic C: * Building custom slide masters*

C-1: Adding a symbol to the footer

C-2: Inserting an object in the footer

*Topic D: * Advanced slide master techniques*

D-1: Duplicating a slide master

D-2: Editing a duplicate slide master

D-3: Applying a slide master to selected slides

D-4: Renaming a slide master

Unit 2 : Using multimedia in presentations

*Topic A: * Advanced clip art and drawing techniques*

A-1: Cropping a clip art object

A-2: Modifying clip art colors, background fills, and lines

A-3: Rotating an object

*Topic B: * Adding movies and sound*

B-1: Adding a movie clip

B-2: Adding a sound clip

*Topic C: * Using animations*

C-1: Animating an object

C-2: Reordering the effects in a slide

C-3: Applying animation schemes to a presentation

*Topic D: * Using scanned images*

D-1: Adding a scanned image to a slide

Unit 3 : Using organization charts and tables

*Topic A: * Advanced organization chart options*

A-1: Applying a layout style

A-2: Formatting text in an organization chart

A-3: Adding a border style and a background color

A-4: Applying an organization chart style

*Topic B: * Formatting and modifying tables*

B-1: Formatting a table

B-2: Formatting text in a table

B-3: Drawing a table

Unit 4 : Advanced presentation techniques

*Topic A: * Adding special effects*

A-1: Adding an action button with sound

A-2: Modifying an action button

*Topic B: * Working with slide show options*

B-1: Creating a custom slide show

B-2: Editing a custom slide show

*Topic C: * Setting up review cycles*

C-1: Sending a presentation for review

C-2: Reviewing and sending back a presentation

C-3: Completing a review cycle

Unit 5 : Advanced presentation delivery options

*Topic A: * Online meetings*

A-1: Using Microsoft NetMeeting

A-2: Discussing online broadcasts

*Topic B: * Working with shared workspaces*

B-1: Discussing the Shared Workspace task pane

B-2: Creating a Document Workspace

*Topic C: * Working with the Package for CD feature*

C-1: Embedding TrueType fonts in a presentation

C-2: Compressing a picture

C-3: Packaging and running a presentation

*Topic D: * Advanced delivery techniques*

D-1: Using the Show Popup menu during a slide show

D-2: Using Ballpoint Pen

Unit 6 : Customizing the environment

*Topic A: * Customizing and creating toolbars*

A-1: Customizing a toolbar

A-2: Creating a toolbar

*Topic B: * Automating your work*

B-1: Creating a macro

B-2: Running a macro

Unit 7 : Microsoft Office integration

*Topic A: * Working with Excel*

A-1: Inserting a worksheet

A-2: Editing an embedded worksheet

*Topic B: * Working with Word*

B-1: Examining a Word outline

B-2: Building slides from a Word outline

B-3: Inserting a Word table

B-4: Sending a presentation to Word and editing it

B-5: Saving a presentation as an RTF outline

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: * Comprehensive exam objectives*