

PowerPoint 2003: Sales Presentations, 2nd Edition

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Course Length: 1-day (6+ hours)

Prerequisites: PowerPoint 2003 Level 1

What's in PowerPoint 2003: Sales Presentations, 2nd Guide:

This ILT Series course, rated 4.7/5.0 in overall quality by ProCert Labs, teaches students how to use PowerPoint 2003 to create effective sales presentations. Topic coverage includes animation, charts, clip art, AutoShapes, and image morphing. Students will learn how to use sound and movies, record narration, and customize presentations with custom slide masters. Online topics include saving presentations for Web delivery, using hyperlinks, customizing Web pages, conducting online meetings, working with shared workspaces, Web publishing, and the Package for CD feature.

Objectives:

- Apply animation effects, change the order and timing of text objects, create and animate charts, and ungroup and group clip art objects.
- Apply fill, 3-D, and shadow effects to AutoShapes and apply morphing effects to images.
- Use sounds and movies in a presentation; set the recording level; change the sound quality; and link, record, mute, and delete narration in a presentation.
- Build a custom slide master by customizing text and by inserting a symbol and an object in the Footer Area.
- Save a presentation as a Web page; add hyperlinks to a Web page, another presentation, and an e-mail address; insert a graphical hyperlink; and modify a Web page by hiding speaker notes and by changing text and background.
- Broadcast a presentation and use Microsoft NetMeeting, use the Shared Workspace task pane, create a Document Workspace, publish a presentation on the Web and access a presentation on an intranet, and use the Package for CD feature to package a presentation and run it.

Topic-Level Outline

Unit 1 : Using animation, charts, and clip art

*Topic A: * Applying animation effects*

- A-1: Applying preset animation
- A-2: Applying custom animation
- A-3: Changing the order and timing

*Topic B: * Creating charts*

- B-1: Creating a line chart
- B-2: Creating a pie chart
- B-3: Animating a pie chart

*Topic C: * Ungrouping and grouping clip art*

- C-1: Ungrouping clip art
- C-2: Grouping clip art

Unit 2 : Working with AutoShapes and images

*Topic A: * Using AutoShapes*

- A-1: Applying fill effects
- A-2: Applying 3-D effects
- A-3: Applying shadow effects

*Topic B: * Morphing images*

- B-1: Applying morphing effects

Unit 3 : Using multimedia

*Topic A: * Using sound and movies*

- A-1: Adding sound
- A-2: Playing sound
- A-3: Adding a movie
- A-4: Playing a movie

*Topic B: * Recording narration*

- B-1: Preparing to record a narration
- B-2: Linking and recording narration
- B-3: Muting narration

Unit 4 : Customizing presentations

*Topic A: * Building custom slide masters*

- A-1: Customizing text
- A-2: Inserting a symbol in the footer
- A-3: Inserting an object in the footer

Unit 5 : Web features

*Topic A: * Saving presentations for Web delivery*

- A-1: Saving a presentation as a Web page

*Topic B: * Using hyperlinks*

- B-1: Linking to a Web page
- B-2: Linking to another presentation
- B-3: Linking to an e-mail address
- B-4: Inserting a graphical hyperlink

*Topic C: * Customizing Web pages*

- C-1: Hiding speaker notes
- C-2: Modifying text and background

Unit 6 : Advanced delivery options

*Topic A: * Online meetings*

- A-1: Broadcasting a presentation
- A-2: Discussing Microsoft NetMeeting

*Topic B: * Working with shared workspace*

- B-1: Discussing the Shared Workspace task pane
- B-2: Creating a Document Workspace

*Topic C: * Web publishing*

- C-1: Discussing Web publishing concepts
- C-2: Accessing a presentation on an intranet

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

- D-1: Packing and running a presentation