

## *Training Specification*

**Course:** Microsoft PowerPoint 2003 Level 2;  
Effective Presentations

**Duration:** One-Day

**COURSE OBJECTIVES:** Customising PowerPoint

Use the Tables, Organisation charts, Graphs ,Excel Spreadsheets in the presentation

Enhance presentations by Drawing Objects, Applying Colours to Objects, Rotating Objects, Grouping Objects

Use of design template and Master Slides

Understanding to view the slide shows

Save a presentation in HTML format and presentation on web.

Run, edit and delete Macros.

**WHO SHOULD ATTEND:** PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

**EXPERIENCE NEEDED:** Delegates should have an understanding of the operating systems: Windows 2000 or above.

### **COURSE CONTENT**

#### **1. Customising**

Change the default format of the blank presentation

Change the Default Language

Setting **Error! Bookmark not defined.**

Change the default Display options

**Error! Bookmark not defined.**

Change the default General options

Change the default Edit options

Change the default Print options

Change the default Spelling options

Change the default Security options

**Error! Bookmark not defined.**

Change the default save options

Change the Default Folder

Customise a Toolbar

Show screen tips on a Toolbar

Create a new Toolbar

#### **2. Working with Objects**

Insert a Table

Insert rows/Columns

Delete rows/columns

Merge Cells

Add Borders

Sorting a table in PowerPoint

Insert an Organization Chart

Edit an Organization Chart

Inserting boxes

Deleting boxes

Convert a box from one type to another

Change box border styles

Change the box border colour

Change the colour of a box

Change the font of any text in your chart

Delete a toolbar

Load an add-in program  
Unload an add-in program

Insert a Graph  
Editing the Chart  
Change the Chart Type  
Change Chart Attributes  
Add a chart title  
Insert an Excel Worksheet

### 3. Drawing Tools

Drawing Options  
The Drawing toolbar  
The WordArt toolbar  
The Picture toolbar  
Drawing Shapes  
Circles, squares, and other regular shapes  
Draw an AutoShape  
Change the colour of a shape  
Change the fill effect of a shape  
Change the line border of a shape  
Change the line border colour of a shape  
Editing shapes  
Resize an shape  
Type text in a shape  
Group and ungroup objects

### 4. Controlling the Overall Look

Presentation Designs  
Apply a Design Template  
Apply a colour scheme to a presentation  
Create a custom colour scheme for your slides  
Add a shaded background to your slides  
Add a textured background to your slides  
Make a slide that differs from the slide master  
Make a slide with different background items than the master  
Work on the slide master  
Make an object appear on every slide in the presentation  
Templates  
Create a design template  
Create a content template

### 5. Slide Shows

Viewing a Presentation  
Running Slideshows  
Electronic Presentations  
Apply animation effects to a Slide  
Add transitions to a slide show  
Apply slide timings  
Set slide timings while rehearsing  
Run a slide show  
Write or draw (annotate) on slides during a slide show  
Erase annotations during a slide show  
Change the annotation pen colour before a slide show  
Create a loop Slide Show  
Create a Summary Slide  
Pack and go Wizard

### 6. PowerPoint on the Web

Conferencing  
Hosting an online meeting  
Participating in an online meeting  
Collaborating in an online meeting  
Join an online meeting  
Presentations on the Internet  
Save a presentation in HTML format  
Save a Presentation as a HTML File  
Add, edit, and remove hyperlinks in a presentation  
Create an email hyperlink in a presentation  
Change the colour of hyperlinks  
Change a hyperlink destination  
Change hyperlink text  
Remove the hyperlink, but not the text or object that represents it  
Set a hyperlink base for a presentation

*For further information please contact Sue Parsons Training:*

***Tel: 0118 3059002***

***Email: [info@sueparsonstraining.co.uk](mailto:info@sueparsonstraining.co.uk)***

***Web: [www.spct.co.uk](http://www.spct.co.uk)***