

# Microsoft PowerPoint 2003 Specialised

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## Overview

The skills and knowledge acquired in Microsoft PowerPoint 2003 Specialised are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft PowerPoint 2003 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft PowerPoint 2003 Specialised assumes the delegate has completed the PowerPoint 2003 Fundamentals course or has equivalent knowledge.

## Objectives

At the completion of Microsoft PowerPoint 2003 Specialised you should be able to:

- create slide masters for use in presentations
- create and use templates and colour schemes
- create animations in a presentation
- insert movie clips and sound waves and work with action buttons
- set up an on-screen presentation
- save presentations using a variety of file formats
- use effects to enhance your slides and presentations
- enhance images within your presentation
- use different backgrounds to suit your presentation and your audience
- create organisational charts in presentations
- modify charts in a presentation
- insert tables from Microsoft Word and modify them in PowerPoint
- import data into PowerPoint from a number of different applications
- prepare the outputs, print and deliver a presentation
- create and manipulate flowcharts within a PowerPoint presentation
- create, edit and manipulate customised slide shows
- create slides from other presentations or Word outlines
- create and run simple macros within your presentations
- identify the importance of planning a presentation

**Course Duration is 1 Day**

**Course Code: P5M2**

## Topics

### Slide Masters

Using Master Slides  
Viewing The Slide Masters  
Modifying The Master Font  
Modifying The Bullet Colour  
Changing The Bullet Shape  
Adding A Logo  
Adding Automatic Slide Numbers  
Inserting Pictures And Drawn Objects  
Deleting Pictures, Images And Drawn Objects  
Adding Footer Text  
Adding Footer Dates

### Templates & Colour Schemes

About Templates & Colour Schemes  
Applying A Design Template  
Changing Design Templates  
Creating A Blank Presentation  
Changing The Colour Scheme  
Adding Graphics  
Customising Bullets And Text Layout  
Creating A Template  
Creating A Greyscale Colour Scheme  
Using The Customised Template

### Animation

Animation Schemes  
Custom Text Animation  
Applying Custom Text Animation  
Custom Object Animation  
Motion Paths  
Animating Diagrams  
Slide Transition  
Changing Custom Animation

### Media & Action Buttons

Inserting A Movie Clip  
Inserting Sounds  
Action Buttons  
Creating Action Buttons  
Duplicating Action Buttons  
Creating AutoShape Action Buttons  
Assignment – AutoShape Action Buttons  
Testing Actions Buttons

### Set Up Shows

Applying Timings For A Kiosk  
Set Up Show For Kiosk  
Set Up Show For Speaker  
Rehearsed Timings  
Package For CD

### Saving Presentations

Saving A Presentation With A New Name  
Saving A Presentation In Rich Text Format

Saving A Presentation In Image File Format  
Saving A Presentation As A Windows Metafile  
Saving A Presentation To An Earlier Version  
Saving A Presentation As HTML

### Using Effects

Setting a Transparent Colour  
Applying 3D Effects To Objects  
Applying Shadow Effects to Objects  
Fill Effects  
Applying Colour Fill Effects  
Applying Gradient Fill Effects  
Applying Texture Fill Effects  
Applying Pattern and Picture Fill Effects  
Applying Formats to Other Objects

### Working with Images

Changing the Image Colour  
Recolouring an Image  
Cropping an Image  
Resizing an Image  
Rotating and Flipping Images  
Converting an Image As a Graphic File

### Slide Backgrounds

Changing Background Colour Of Slides  
Background Fill Effects - Gradient  
Background Fill Effects - Texture  
Background Fill Effects - Patterns  
Background Fill Effects - Pictures

### Organisation Charts

Creating An Organisation Chart  
Editing Organisation Charts  
Adding Subordinates  
Changing Subordinate Layout  
Formatting Organisation Charts  
Formatting Organisation Chart Branches  
Adding An Assistant  
Adding Co-workers  
Removing Organisation Chart Positions  
Changing Hierarchical Structure

### Modifying Charts

Chart Elements  
Modifying Chart Data  
Modifying Chart Colour  
Modifying Column Colour  
Modifying Bar Colour  
Modifying Line Colour  
Deleting Data Series  
Modifying Chart Options  
Showing Chart Legends  
Modifying Chart Legends  
Adding Data Labels To A Chart  
Working With Pie Charts

Modifying Chart Backgrounds  
Resizing Charts  
Duplicating Charts  
Moving Charts  
Deleting Charts  
Mixed Charts  
Primary and Secondary Axes

### Word Tables

Inserting A Word Table  
Formatting A Word Table  
Entering Text In A Word Table  
Changing Column Width In A Word Table  
Adding Borders To Word Tables  
Adding Shading To Word Tables

### Importing into PowerPoint

Copying & Linking Excel Tables  
Importing & Linking Excel Charts  
Importing Word Tables  
Changing a Linked Object to Embedded  
Linking Images

### Prepare Outputs

Selecting Output Formats  
Spell Checking Presentations  
Changing The Slide Setup  
Duplicating Slides  
Moving Slides  
Deleting Slides  
Hiding And Showing Slides

### Flowcharts

Create A Flowchart  
Adding Connectors To Flowcharts  
Adding Text To Flowcharts  
Editing A Grouped Object

### Custom Slide Shows

Creating a Customised Slide Show  
Running a Customised Slide Show  
Editing a Customised Slide Show

### Merging Information

Creating Slides From a Word Outline  
Inserting Slides from Other Presentations

### Macros

Recording a Simple Macro  
Running a Macro  
Assigning a Macro to a Toolbar

### Design Considerations

Planning a Presentation  
The Environment  
The Audience  
Style Guidelines  
Design and Layout  
Delivering A Presentation