

# PowerPoint 2003: Advanced

Course length: 1 Day

**Course Objective:** You will use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

**Target Student:** This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery, or students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2003 and who already have knowledge of the basics of Microsoft® PowerPoint® 2003, including slide formatting, working with tables, images, and objects, charting data, and presentation preparation.

**Prerequisites:** *PowerPoint 2003 - Introduction*

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Create a design template.
- ◆ Create organization charts and diagrams.
- ◆ Add special effects to a Microsoft® Office PowerPoint® 2003 slide.
- ◆ Create a Web-based Microsoft® Office PowerPoint® 2003 presentation.
- ◆ Use a Microsoft® Office PowerPoint® 2003 presentation for collaborative workgroup review.
- ◆ Use functionality that will enable you to deliver live, self-service, and online presentations

## Course Content

### **Lesson 1: Creating a Custom Design Template**

Define Design Template Characteristics  
Create a Custom Color Scheme  
Set Up a Slide Master  
Format Custom Bullets  
Add a Footer  
Modify the Notes Master  
Save a Custom Design Template

### **Lesson 2: Adding Organization Charts and Diagrams**

Working with Organization Charts  
Update an Organization Chart  
Applying a Chart Layout  
Create a Diagram  
Draw a Flowchart

### **Lesson 3: Adding Special Effects**

Add Sound and Movies  
Add Animation  
Emphasize Objects  
Set a Motion Path  
Set the Order of Effects

### **Lesson 4: Creating Web Presentations**

Create a Group Home Page with the AutoContent Wizard  
Hyperlink to a Web Page  
Publish as a Web Page

### **Lesson 5: Collaborating in PowerPoint**

Set Password Protection  
Work with Comments  
Send a Presentation for Review  
Merge Revision Copies  
Apply Reviewer Changes

### **Lesson 6: Delivering a Presentation**

Hyperlink Within PowerPoint  
Add an Action Button  
Set Up a Custom Show  
Annotate a Presentation  
Working with Narrations and Slide Timings  
Set Up a Slide Show to Repeat Automatically

### **Appendix A: Microsoft Office Specialist Program**

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*