

Microsoft PowerPoint 2002 – Level 2

Course Description

The main objective of this courseware is to introduce you to some intermediate or advanced commands, functions, and capabilities of Microsoft PowerPoint 2002. It is designed for users who have worked with the basic elements of PowerPoint and now want to expand their knowledge of using PowerPoint to enhance their presentations. Upon successful completion of this courseware, you will be able to:

- edit vector and bitmap graphics
- understand and use Bezier curves
- create, modify and enhance data charts
- work with the datasheet window, including Microsoft Excel worksheet data
- embed and modify a Word table or an organization chart
- link and embed other presentations and file formats
- import and export information
- convert graphics to PowerPoint objects
- apply various animation effects to objects, text, or charts
- work with the Animation player
- record narration for a presentation
- insert, CD audio tracks, sound and movie clips
- create agenda and summary slides
- use action buttons
- create custom shows
- create self-running presentations
- understand the purpose of macros and then use macros
- customize menus, commands and toolbars
- publish a presentation to a web server
- create and edit a Photo Album
- understand the presentation review process
- understand the principles of web broadcasting

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Courseware Outline

Introduction

- Courseware Conventions
 - Using the Book
- Courseware Objectives
- Basic PowerPoint Skills Checklist

Editing Graphics

- Introduction
 - Overview
 - Principles of Correct Layout
 - Clip Art vs. Pictures
- Using Alignment Tools
 - Aligning Objects in the Center
 - Aligning Objects in the Middle
 - Aligning Relative to the Slide
 - Using the Align Edges Options
 - Aligning Objects Using the Grid
 - Using Distribute
- Using Color
 - Setting the Mood and Atmosphere
 - Using the PowerPoint Color Tools
 - Adding a Transparency Effect
- Editing Bitmap Graphics
 - Cropping Pictures
 - Adjusting the Brightness and Contrast
 - Cropping Bitmaps with AutoShapes
 - Using Other Color Options
 - Adding Shadows
- Editing Vector Graphics
- Editing Clip Art
 - Changing Clip Art Colors
 - Converting WMF Format to MS Draw Format
- Creating Bézier Curves
- Using Illusion
 - Showing Depth with Shadows
 - Using Light to Set the Illusion

Working with Objects

- Creating Data Charts
 - Selecting Items in a Datasheet
 - Importing Data into a Datasheet

- Changing the Chart Type
- Adjusting the Data Series
- Adjusting Data Labels
- Adding Titles
- Adding Pictures to Charts
 - Adjusting the Legend
- Creating a Table
- Creating an Organization Chart
 - Selecting and Editing Boxes
- Linking and Embedding Objects
 - Importing and Exporting Text
 - Importing from Word
 - Exporting Information

Using Multimedia Elements

- Converting Graphics to Objects
- Adding Animation
 - Animating Objects and Text
 - Animating Charts
- Adding Sounds and Movie Clips
 - Using the Media Player
 - Adding Sounds
 - Inserting Sounds
- Inserting Sound from External Sources
 - Playing an Audio CD
 - Recording Narration
 - Using a Cassette Recording
 - Playing the Show Without Narration
 - Controlling Sound Effects
- Inserting Movies and Video Clips

Looking at Advanced Presentation Concepts

- Structuring a Presentation
 - Looking at a Typical Structure
 - Following a Logical Sequence
 - Creating a Summary or Agenda Slide
- Controlling Slide Show Progression
 - Displaying a Black Screen During a Show
 - Ending the Show with a Black Screen
- Creating a Custom Show
- Adding Hyperlinks
 - Deleting a Hyperlink
- Adding Action Buttons
- Self-running Presentations

- Saving as a PowerPoint Show

Using Advanced Tools

- Using the Slide Finder
- Using the Format Painter
 - Formatting Text
 - Formatting Bitmap Images
 - Formatting Vector Graphics
- Inserting Comments
- Working with Macros
 - Recording a Macro
 - Running a Macro
 - Opening a Presentation with Stored Macros
- Editing Macros
 - Looking at Object Concepts
 - Getting More Information
- Customizing Toolbars and Menus
 - Creating and Customizing Toolbars
 - Adding a Built-in Menu to a Custom Toolbar
 - Adding a Built-in Menu
 - Renaming a Custom Toolbar
 - Deleting a Custom Toolbar
 - Resetting a Built-in Toolbar
 - Adding Macros to a Toolbar

PowerPoint and the Internet

- Introduction
 - Looking at the Internet
 - Looking at an Intranet
 - Looking at the Web
- Saving as HTML
 - Using HTML vs. PPT Format
- Publishing to a Web Server
 - Creating a Photo Album
 - Editing a Photo Album
 - Publishing a Photo Album
- Reviewing On-line
 - Overview
 - Sending via E-mail or Disk
 - Sending via Outlook
 - Using Routing
 - Processing the Reviews
- Using Outlook to Process the Review
- Using Web Broadcasting
 - Overview
 - Creating a Web Broadcast
 - Viewing the Web Broadcast
 - General Comments