



Training Solutions, Inc.

Microsoft PowerPoint 2003 Advanced Course Outline

Section 1 - Importing Outlines and Charts

- Creating a Word Outline
 - Import the Outline
 - Format the Presentation
 - Add an AutoShape
 - Shadow & Shadow Settings
 - 3D Objects and Settings
- Color Schemes
- Creating an Excel Chart
 - Import Data
 - Copy & Paste a Chart
 - Launch Excel
 - Paste Special Command

Section 2 - Animation

- Animation
 - Add Animation
 - Chart Animation
 - Slide Show View
 - Automatic Display

Section 3 - Working with Masters

- Viewing the Slide Master
 - Remove Objects
 - Insert a Logo
 - The Picture Toolbar
 - Apply a Custom Background
 - Select Bullet Styles
 - Use the Ruler to Format
- Footers

Section 4 - Making the Presentation

- Notes Pages
 - Print Notes Pages
 - Audience Handouts
- Pack and Go
 - Unpack the Presentation
 - Run the Show
- Hyperlinks
- Run a Linked Show
- Mouse Over Option
- Link to a Slide

Section 5 - Multimedia

- Playing a CD Track
- Continuous Play
- Video Clips
- Recording Sounds

Section 6 - Templates

- Create a custom template
- Store a template
- Using custom templates