

Course Specifications

Microsoft PowerPoint 2003 Module II

Course number:

Course length: 1 day

Prerequisites

PowerPoint 2003 Module I

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
(315) 686.0091 (Fax)
Email: training@cadfs.com

www.cadfs.com

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Microsoft PowerPoint 2003 Module II

PowerPoint 2003 Module II offers competency in formatting, reviewing, delivering, customizing, animating and printing presentations; exporting presentations to Microsoft Word; and preparing presentations for delivery in different formats.

Guided, step-by-step labs provide opportunities to practice new skills. You can challenge yourself and reinforce your skills after each lesson in the Lesson Summary and Lesson Review sections, and the Activities and Optional Labs. Additional skill review is provided in Lesson Quizzes and a Course Assessment that are available from your instructor.

This coursebook includes a supplemental CD-ROM containing the lab files used in class. To practice the skills presented in class or to try any labs that were not completed, refer to the Classroom Setup section for information about system requirements and using the lab files.

Topics

- Introduction to Formatting Presentations
- Using Advanced Text-Formatting Features
- Aligning Text
- Modifying Slide Layouts
- Applying Design Templates
- Customizing Design Templates
- Customizing Slide Backgrounds
- Working with Slide Masters
- Preparing Presentations for Delivery
- Using Comments in Presentations
- Tracking Changes in Presentations
- Comparing and Merging Presentations
- Applying Password Protection to Presentations
- Inserting Hyperlinks in Slides
- Inserting Action Buttons in Slides
- Rehearsing Slide Show Timing
- Running Slide Shows
- Introduction to Customizing and Animating Presentations
- Inserting Slides from Other Presentations
- Expanding Slides

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PowerPoint 2003 Module I

- Creating Summary Slides
- Creating Speaker Notes
- Applying Transition Effects
- Applying Animation Schemes
- Applying Custom Animation Effects
- Creating Custom Slide Shows
- Introduction to Printing and Preparing Presentations
- Previewing Slides
- Printing Slides
- Printing Outlines, Handouts and Speaker Notes
- Modifying Page Setup Options
- Exporting Presentations to Microsoft Word
- Publishing Presentations on the World Wide Web
- Preparing Presentations to Run Continually
- Creating a PowerPoint Show
- Preparing Presentations for Remote Delivery

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