

INTERMEDIATE POWERPOINT 2003

SECTION 1: Organizing Your Data

Lesson 1.1: Working With Organization Charts

Creating Organization Charts
Choosing Your Chart Style
Inserting Chart Shapes
Resizing Charts

Lesson 1.2: Customizing Your Diagrams

Adding/Editing Shapes
Altering Diagrams
Changing Diagram Schemes
Incorporating Text

SECTION 2: Implementing Audio Visual Effects

Lesson 2.1: Incorporating Movies and Animated Gif's

Insert From Clip Organizer or File
Looping a Movie
Rewinding Movies

Lesson 2.2: Inserting Sound Effects

Insert From Clip Organizer or File
Looping a Sound and Selecting Sound Options
Recording a Sound
Playing a CD
Deleting a Sound

Lesson 2.3: Creating Rehearsed Timings

Capturing Rehearsed Timings
Modify Timings

Lesson 2.4: Creating Voice Narrations

How to Check Settings
Link and Embed Voice Narrations
Record and Delete Narrations

SECTION 3: Special Features and Custom Animation

Lesson 3.1: Creating Photo Albums

Create New Album
Inserting Pictures and Images
Text, Captions, and Picture Order
Picture Layout, Frame Shape, and Design Templates
Applying Color Effects
Slide Transition
Creating Self Maintained Presentations

Lesson 3.2: Implementing Animation

Entrance and Exit Effects
Emphasis Effect
Animation Schemes
Add and Draw Motion Paths
Speeds and Timing Options

SECTION 4: Executing Your Presentation

Lesson 4.1: Reviewing a Presentation

Sending a Presentation for Review
Adding Comments and Making Changes
Combining Reviewed Presentations

Lesson 4.2: Finishing Touches

Inserting Headers and Footers
Inserting Slide Numbers
Inserting the Date and Time

Lesson 4.3: Creating Custom Shows

Setting up a Custom Show
Running a Custom Show

Lesson 4.4: Delivery Options

Packaging a Presentation to a CD
Opening Packaged Presentations
Delivering a Presentation on a Computer