

Microsoft ®

PowerPoint 2003 Course Outline

Intermediate Level – 6 Hours

CREATING A PHOTO ALBUM

- Adding Album Content
- Choosing An Album Layout
- Formatting The Album

DIAGRAMS & ORGANIZATION CHARTS

- Adding Organization Charts And Diagrams
- Working With Organization Charts
- Working With Diagrams
- Formatting Organization Charts And Diagrams

USING TABLES AND CHARTS

- Adding Tables
- Working With Columns And Rows
- Formatting Tables
- Adding Charts
- Entering Data
- Changing The Chart Type
- Customizing Charts

EMBEDDING AND LINKING OBJECTS

- Working With Linked Objects
- Working With Embedded Objects
- Working With Hyperlinks

APPLYING CUSTOM ANIMATION

- Adding Effects
- Editing Animation Effects
- Applying Animation Enhancements
- Adding Slide Transitions

MOVIES, SOUNDS & VOICE NARRATIONS

- Adding Movies
- Adding Sounds
- Adding Voice Narrations

USING MACROS

- Creating Macros
- Managing Macros
- Setting Macro Security