



MICROSOFT POWERPOINT 2003 ADVANCED COURSE OUTLINE

POWERPOINT 2003 - SPEECH AND HANDWRITING RECOGNITION

- What Is Speech And Handwriting Recognition
- Setting Up Speech Recognition
- Using Speech Recognition
- Using Dictation And Voice Commands
- Using Handwriting Recognition

POWERPOINT 2003 - COLLABORATING AND CONSOLIDATING

- Sharing A Workspace
- Sharing A Presentation
- Reviewing A Presentation
- Managing A Reviewed Presentation
- Collaborating Online

POWERPOINT 2003 - CUSTOMISING POWERPOINT 2003

- Configuring PowerPoint 2003 Options
- Configuring Autocorrect Options
- Customising Toolbars
- Working With Smart Tags
- Working With The Research Pane

POWERPOINT 2003 - MORE ON PRESENTING PRESENTATIONS

- Creating Custom Shows
- Customising The Show Set Up
- Packaging Presentations On To A CD
- Broadcasting A Presentation

POWERPOINT 2003 - WEB SCRIPTS

- Working With Web Scripts
- Using The Microsoft Script Editor
- Using Event Handlers
- Creating Web Script Commands

POWERPOINT 2003 - CONCEPT AND DESIGN

- Understanding The Needs Of The Audience
- Creating A Storyboard
- Capturing Audience Attention
- Using Design Consistency

POWERPOINT 2003 - THE PRESENTATION ENVIRONMENT

- Working With The Physical Location
- Setting The Stage
- Working With The Equipment
- Being Prepared