



## **MICROSOFT POWERPOINT 2003 INTERMEDIATE COURSE OUTLINE**

### **1. POWERPOINT 2003 - CREATING A PHOTO ALBUM**

#### **ADDING ALBUM CONTENT**

- Creating a New Photo Album
- Inserting Pictures from a File or Disk
- Inserting Pictures from a Scanner or Camera
- Inserting a Text Box
- Inserting Captions
- Changing all Pictures to Black and White

#### **CHOOSING AN ALBUM LAYOUT**

- Adding a Picture Layout
- Choosing a Frame Shape
- Adding a Design Template
- Applying Changes to a Photo Album

#### **FORMATTING THE ALBUM**

- Adding Text and Editing Captions
- Making Changes with the Format Photo Album Dialog Box
- Changing Picture Order
- Rotating Pictures
- Adjusting Picture Contrast
- Adjusting Picture Brightness

### **2. POWERPOINT 2003 - USING DIAGRAMS AND ORGANISATION CHARTS**

#### **ADDING ORGANISATION CHARTS AND DIAGRAMS**

- Inserting an Organisation Chart
- Using Diagram Types

- Inserting a Cycle Diagram
- Inserting a Radial Diagram
- Inserting a Pyramid Diagram
- Inserting a Venn Diagram
- Inserting a Target Diagram

## **WORKING WITH ORGANISATION CHARTS**

- Inserting Organisation Chart Shapes
- Deleting Organisation Chart Shapes
- Selecting Related Organisation Chart Shapes
- Changing the Organisation Chart Layout
- Resizing an Organisation Chart
- Adding a Preset Design Scheme to an Organisation Chart

## **WORKING WITH DIAGRAMS**

- Adding Diagram Shapes
- Deleting Diagram Shapes
- Moving Shapes within a Diagram
- Reversing a Diagram
- Resizing a Diagram
- Adding a Preset Design Scheme to a Diagram
- Switching Between Diagram Types

## **FORMATTING ORGANISATION CHARTS AND DIAGRAMS**

- Entering Text in an Organisation Chart or Diagram
- Formatting an Organisation Chart or Diagram
- Formatting Organisation Chart or Diagram AutoShapes
- Deleting an Organisation Chart or Diagram

## **3. POWERPOINT 2003 - USING TABLES AND CHARTS**

### **ADDING TABLES**

- Inserting a Table
- Drawing a Table
- Embedding a Microsoft Word Table

### **WORKING WITH COLUMNS AND ROWS**

- Inserting Columns and Rows
- Deleting Columns and Rows
- Splitting Cells
- Merging Cells
- Erasing Lines

- Distributing Columns and Rows
- Aligning Text in Cells

## **FORMATTING TABLES**

- Changing Border Style
- Changing Border Width
- Changing Border Colour
- Showing or Hiding Borders and Lines
- Deleting a Table

## **ADDING CHARTS**

- Inserting a Chart
- Embedding and Linking an Excel Chart

## **ENTERING DATA**

- Activating a Chart
- Entering Data in the Datasheet
- Importing Data

## **CHANGING THE CHART TYPE**

- Applying a New Chart Type
- Applying a New Chart Type to a Data Series
- Changing the Default Chart Type
- Creating your own Chart Type

## **CUSTOMISING CHARTS**

- Modifying Chart Items
- Adding Titles to a Chart
- Showing or Hiding Chart Axes
- Displaying Chart Gridlines
- Adding a Legend to a Chart
- Adding Data Labels to a Chart
- Adding Data Labels to a Data Series or Data Point
- Displaying a Data Table in a Chart
- Adding a Trendline
- Deleting a Chart

## **4. POWERPOINT 2003 - EMBEDDING AND LINKING OBJECTS**

### **WORKING WITH LINKED OBJECTS**

- Using Linked Objects
- Linking Objects from Part of a File
- Linking Objects from an Entire File
- Changing how Objects are Displayed
- Updating Links Automatically or Manually
- Opening the Source File
- Editing the Source File
- Changing the Source File Location
- Breaking a Link

### **WORKING WITH EMBEDDED OBJECTS**

- Using Embedded Objects
- Creating a New Embedded Object
- Embedding an Object from Part of a File
- Embedding an Object from an Entire File
- Editing an Embedded Object
- Embedding Fonts

### **WORKING WITH HYPERLINKS**

- Using Hyperlinks
- Linking to another Slide or Custom Presentation
- Linking to an Existing File or Web Page
- Linking to a New File
- Linking to an E-mail Address
- Linking from an Action Button
- Changing a Hyperlink
- Removing a Hyperlink

## **5. POWERPOINT 2003 - USING MACROS**

### **CREATING MACROS**

- Using Macros
- Displaying the Visual Basic Toolbar
- Recording a Macro
- Writing a Macro Using Visual Basic

### **MANAGING MACROS**

- Running a Macro
- Running a Macro from Visual Basic

- Editing a Macro using Visual Basic
- Deleting a Macro

### **SETTING MACRO SECURITY**

- Using Macro Security
- Setting a Macro Security Level
- Signing a File with a Digital Signature
- Applying Trusted Sources

## **6. POWERPOINT 2003 - APPLYING CUSTOM ANIMATION**

### **ADDING EFFECTS**

- Using Custom Animation
- Displaying the Custom Animation Task Pane
- Adding Entrance Effects
- Adding Emphasis Effects
- Adding Exit Effects
- Adding Motion Paths
- Drawing Custom Motion Paths
- Adding Object Effects

### **EDITING ANIMATION EFFECTS**

- Formatting a Motion Path
- Changing an Animation Effect
- Removing an Animation Effect
- Changing the Animation Sequence
- Previewing Animations

### **APPLYING ANIMATION ENHANCEMENTS**

- Using Associated Effects and Enhancements
- Using Animation Triggers
- Starting Animations with a Mouse Click
- Starting Animations with the Previous Animation
- Starting Animations after the Previous Animation
- Changing the Speed of Animations
- Using Advanced Timing Options
- Showing and Hiding the Advanced Timeline
- Using Advanced Effect Options

### **ADDING SLIDE TRANSITIONS**

- Using Slide Transitions
- Displaying the Slide Transition Pane

- Applying Slide Transitions
- Modifying Slide Transitions
- Setting Slide Timings
- Setting Slide Timings while Rehearsing

## **7. POWERPOINT 2003 - MOVIES, SOUNDS & VOICE NARRATIONS**

### **ADDING MOVIES**

- Inserting Movies or Animated GIFs from the Clip Organiser
- Inserting Movies or Animated GIFs from a File
- Looping a Movie
- Rewinding a Movie
- Deleting a Movie

### **ADDING SOUNDS**

- Inserting Sounds from the Clip Organiser
- Inserting Sounds from a File
- Recording a Sound
- Looping a Sound
- Playing a CD
- Using Advanced Sound Options
- Deleting a Sound

### **ADDING VOICE NARRATIONS**

- Checking Voice Narration Settings
- Linking or Embedding a Voice Narration
- Recording a Voice Narration
- Deleting a Narration

## **8. POWERPOINT 2003 - COLLABORATING & CONSOLIDATING**

### **SHARING A PRESENTATION**

- Sending a Presentation for Review
- Sending a Presentation for Comments
- Routing a Presentation

### **REVIEWING A PRESENTATION**

- Reviewing a Presentation sent for Review
- Reviewing a Presentation on a Routing Slip
- Inserting Comments
- Editing Comments
- Deleting Comments

- Scrolling through Comments

## **MANAGING A REVIEWED PRESENTATION**

- Merging Presentations
- Displaying or Hiding Reviewer Changes
- Using the Revisions Pane
- Displaying or Hiding the Revisions Pane
- Selecting Reviewer Changes to Display
- Applying and Unapplying Changes
- Ending a Review

## **COLLABORATING ONLINE**

- Using Online Meetings
- Scheduling an Online Meeting
- Starting an Unscheduled Online Meeting
- Adding or Deleting Online Meeting Participants
- Allowing Online Participants to Edit the Shared Document
- Using Chat
- Using the Whiteboard
- Sending a File to Online Participants
- Ending an Online Meeting
- Participating in Web Discussions

## **9. MORE ON PRESENTING PRESENTATIONS**

### **CREATING CUSTOM SHOWS**

- Using Custom Shows
- Creating a Custom Show
- Editing a Custom Show
- Copying a Custom Show
- Deleting a Custom Show
- Presenting a Custom Show
- Linking to a Custom Show

### **CUSTOMISING THE SHOW SET UP**

- Using Set Up Show Options
- Setting the Show Type
- Setting Show Options
- Using a Custom Show
- Advancing Slides Options
- Using Multiple Monitors

## **USE THE PACK AND GO WIZARD**

- Using the Pack and Go Wizard
- Starting the Pack and Go Wizard
- Picking Files to Pack
- Choosing a Destination
- Embedding Links and Fonts
- Installing a PowerPoint Viewer
- Unpacking the Presentation

## **BROADCASTING A PRESENTATION**

- Using Presentation Broadcasts
- Recording and Saving a Broadcast
- Scheduling a Live Broadcast
- Starting a Live Broadcast
- Applying Broadcast Settings

## **10. CUSTOMISING POWERPOINT 2003**

### **CONFIGURING POWERPOINT 2003 OPTIONS**

- Opening the Options Dialog Box
- Customising View Options
- Customising General Options
- Customising Edit Options
- Customising Print Options
- Customising Save Options
- Customising Security Options
- Customising Spelling and Style Options

### **CONFIGURING AUTOCORRECT OPTIONS**

- Opening the AutoCorrect Options Dialog Box
- Customising AutoCorrect Options
- Customising AutoFormat Options

### **CUSTOMISING TOOLBARS**

- Using Toolbars
- Creating a Custom Toolbar
- Adding or Removing Commands from a Toolbar
- Customising Toolbar Options
- Resetting a Toolbar
- Renaming a Toolbar
- Deleting a Toolbar