

Course overview:

PowerPoint 2000 Professional

(C188eng)



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Overview and objectives

PowerPoint 2000 is the latest version of the popular business presentation graphics program running in the Windows environment. This one-day course will show users how to customize PowerPoint, enhance on-screen presentations, share information with others and conduct on-line presentations. Specially prepared exercises will help them learn to use the new tools quickly and confidently.

Who should attend?

Existing proficient users of PowerPoint 2000 who want to use the more advanced features of this software to create presentations with greater impact, and where sharing of information is essential.

Course prerequisites

A good working knowledge of PowerPoint as gained on a "PowerPoint 2000 Advanced" course or from experience.

Customizing PowerPoint

- Customising Toolbars • Creating a new Toolbar • Working with values in Euro currency • Saving a slide as a graphic

Creating and working with Macros

- The Macro Recorder • Editing a Macro • Understanding Visual Basic for Applications • Adding a Macro to a Toolbar • Button Image Editor • Copying a Macro to another presentation • Macro virus protection

Enhancing on-screen presentations

- Voice narration • Inserting CD audio tracks • Adding sounds to presentations • Adding video clips to presentations • Adding animated .GIF files to a presentation

Using Meeting Minder

- Creating meeting minutes • Generating a list of action items • Creating custom shows • Generating agenda slides

Sharing information with others

- Sharing a presentation with others • Using comments • Routing and posting presentations • Branching to other presentations • Packaging a presentation for another computer • The PowerPoint Viewer

Broadcasting a presentation

- Broadcasting presentations • Setting up a broadcast • Starting a broadcast

Appendix - PowerPoint reference information

- Graphic file converters • Converting other presentations into PowerPoint • Year 2000 dates • Accessibility features in PowerPoint • Using PowerPoint with Lotus Notes

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