



**the courseware  
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# Course overview:

## PowerPoint 2003 Intermediate

(C2301eng)

### Overview and objectives

This course is designed will help students to obtain the skills required to create customised presentations. Students will learn to add various types of different object to slides, such as charts, tables, and diagrams.

In addition, students will learn to customise formatting using master slides and colour scheme. Students will also be able to package and deliver a presentation in different formats and create interactive presentations using action settings and hyperlinks.

### Target audience

Those wanting to obtain intermediate skills in using presentation graphics software, to create presentations incorporating different types of object and a higher level of customised formatting and navigation.

With its companion course (Microsoft PowerPoint Introduction), students can use this course to prepare for MOS PowerPoint Core Objectives. A document mapping lessons in the course to certification objectives is provided on the course data disk

### Course prerequisites

Ideally, you will have completed the course "Microsoft PowerPoint 2003 Introduction". You should be able to use Microsoft PowerPoint to create, edit, format, and deliver a basic presentation and use design templates

#### PowerPoint 2003 - Using Master Slides

- Modify the Slide, Title, Notes, and Handouts Masters • Work with multiple masters • Insert headers and footers and slide numbering • Create and modify a presentation template

#### PowerPoint 2003 - Colour Schemes

- Apply a colour scheme to selected slides • Customise a colour scheme

#### PowerPoint 2003 - Background Effects

- Apply different slide background colours • Apply texture, pattern, and picture fill backgrounds

#### PowerPoint 2003 - Margins, Indents, and Tabs

- Change margin settings in a text box • Change the position of indents • Set the position of tab stops

#### Office 2003 - Arranging Objects

- Arrange and transform objects • Set options for the drawing grid • Group and ungroup shapes

#### Office 2003 - Inserting a Chart

- Insert a new graph using Microsoft Graph • Reposition, resize, and delete a graph object • Modify an embedded graph object • Change data using the datasheet • Change the chart type

#### Office 2003 - Creating a Diagram

- Create a diagram or organisation chart • Modify the layout of a diagram or organisation chart • Format a diagram or organisation chart • Apply an AutoFormat to a diagram or organisation chart
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### Office 2003 - Drawing a Flowchart

- Draw and modify connecting shapes • Modify points on a line

### Office 2003 - WordArt

- Insert and format WordArt text

### PowerPoint 2003 - Using Tables on Slides

- Create a table in PowerPoint • Modify a PowerPoint table • Add a table from Word

### PowerPoint 2003 - Importing and Exporting Data

- Understand Object Linking and Embedding • Insert or paste a linked or embedded object • Edit an OLE object • Import text from Word • Export an outline or slides to Word • Create a new presentation from existing slides • Copy a slide from one presentation into another

### PowerPoint 2003 - Action Settings

- Create a self-running or looping slide show • Set and rehearse automatic slide timings • Use an action button as a hyperlink • Use any text or object as a hyperlink • Use action settings to open or edit an object or application • Use action settings to play a sound

### PowerPoint 2003 - Creating a Custom Show

- Define and manage custom shows

### PowerPoint 2003 - Distributing a Presentation

- Save a presentation in a different file format • Save a slide as a graphic • Save a drawing as a picture file

### PowerPoint 2003 - Publishing a Web Presentation

- Format a presentation for web publishing • Publish a presentation to the web • View a presentation on the web • Save HTML to a specific target browser

### PowerPoint 2003 - Packaging a Presentation

- Package a presentation for another computer • Save embedded fonts in a presentation • Change the presentation output format • Use Presenter View to deliver a presentation • Export to 35mm slides

### PowerPoint 2003 - Collaborating on a Presentation

- Send or save a presentation for review • Add and edit comments • Merge changes made by reviewers

### Office 2003 - Research Tools

- Translate text to and from different languages • Spell check text in different languages • Research words and phrases using web reference tools

### Glossary

### Index

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