

Course overview:

PowerPoint 2002 Professional

(C828eng)



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Overview and objectives

This one-day course will enable students to master the advanced skills and features of Microsoft PowerPoint 2002. Students will learn how to customize PowerPoint and how to use reviewing and network broadcasting features.

Who should attend?

Existing proficient users of PowerPoint 2002 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

Students should be able to create, format, deliver and print a PowerPoint slide show that incorporates animations, graphics and charts and utilizes masters, templates and the Internet features of PowerPoint.

Creating multimedia presentations

- Manage multimedia files using the Clip Organizer • Edit and recolour clip art • Record a voice narration to accompany a slide show • Insert CD Audio tracks into a presentation • Add sounds to a presentation • Add video clips to a presentation • Add animated GIFs to a presentation

Custom slide shows

- Setup a custom show • Setup branches to other presentations • 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

Using Meeting Minder

- Automatically create an agenda slide • Generate meeting minutes • Create a list of action items • Export minutes and action items to Word

Broadcasting a presentation

- Understand how broadcasting works • Schedule a broadcast • Subscribe to a broadcast presentation • Deliver a broadcast presentation

Collaborating on a presentation

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

Customising PowerPoint

- Customise a toolbar • Create a new toolbar

Presentation macros

- Record a macro • Run a macro • Edit or delete a macro • Add a macro to a toolbar • Copy a macro to another presentation • Setup Macro Virus Protection

Glossary

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