



Course Outline

Microsoft® PowerPoint 2003 Level 2

Lesson 1: Creating a Custom Design Template

- Topic 1A: Define Design Template Characteristics
- Topic 1B: Create a Custom Color Scheme
- Topic 1C: Set Up a Slide Master
- Topic 1D: Format Custom Bullets
- Topic 1E: Add a Footer
- Topic 1F: Modify the Notes Master
- Topic 1G: Save a Custom Design Template

Lesson 2: Adding Organization Charts and Diagrams

- Topic 2A: Working with Organization Charts
- Topic 2B: Update an Organization Chart
- Topic 2C: Applying a Chart Layout
- Topic 2D: Create a Diagram
- Topic 2E: Draw a Flowchart

Lesson 3: Adding Special Effects

- Topic 3A: Add Sound and Movies
- Topic 3B: Add Animation
- Topic 3C: Emphasize Objects
- Topic 3D: Set a Motion Path
- Topic 3E: Set the Order of Effects

Lesson 4: Creating Web Presentations

- Topic 4A: Create a Group Home Page with the AutoContent Wizard
- Topic 4B: Hyperlink to a Web Page
- Topic 4C: Publish as a Web Page

Lesson 5: Collaborating in PowerPoint

- Topic 5A: Set Password Protection
- Topic 5B: Work with Comments
- Topic 5C: Send a Presentation for Review
- Topic 5D: Merge Revision Copies
- Topic 5E: Apply Reviewer Changes

Lesson 6: Delivering a Presentation

- Topic 6A: Hyperlink Within PowerPoint
- Topic 6B: Add an Action Button
- Topic 6C: Set Up a Custom Show
- Topic 6D: Annotate a Presentation
- Topic 6E: Working with Narrations and Slide Timings
- Topic 6F: Set Up a Slide Show to Repeat Automatically