MS PowerPoint 2000 Advanced

A One-Day Training Course

Course Aims

PowerPoint 2000 is the latest version of the popular business presentation graphics program running in the Windows environment. This one-day course will expand on the user's knowledge and show them how to create sophisticated presentations using some of the advanced features in PowerPoint 2000. Specially prepared exercises will help them learn to use the new tools quickly and confidently.

Course Outline

Customising Presentation Slides

- Tab Settings
- Creating Custom Backgrounds
- Customising the Slide Colour Scheme

Working with Templates

- Working with the Slide Master
- Working with the Title Master
- Masters and Design Templates
- Modifying Slides Based on the Slide Master
- Creating your Own Templates

Working with Tables and Organisation Charts

- Creating a Table in PowerPoint
- Changing Table Attributes
- Creating an Organisation Chart
- Changing Organisation Chart Attributes

Using PowerPoint with Other Programs

- Object Linking and Embedding
- Editing Linked and Embedded Objects
- Transferring Text into PowerPoint from Word
- Transferring PowerPoint Data to a Word Document
- Embedding an Excel Worksheet in a Slide
- Inserting Slides from Other Presentations
- Saving a File for Use in Another Application

Creating Graphs

- Starting Microsoft Graph
- The Datasheet Window
- Entering and Editing Data in the Datasheet Window
- The Graph Toolbar
- Choosing a Chart Type
- Adding Chart Elements
- Editing a Chart
- Inserting a Chart into a Presentation
- Inserting a Chart from Excel
- Setting Chart Defaults

Delivering On-Screen Presentations

- What is a Slide Show?
- Hiding Slides
- Working with Transition Effects
- Rehearsing a Presentation
- Interactive Slide Shows
- Creating Summary Slides

PowerPoint and the Internet

- Web Publishing
- What you Need to Publish a Presentation
- What to Expect with a Web Presentation
- Publishing a Presentation
- Saving a Presentation as a Web Page
- Saving HTML Files to a Specific Target Browser
- Using Web Folders
- Opening a Presentation on the Internet
- Sending a Presentation via E-Mail

Target Audience

Existing users of PowerPoint 2000 who want to use the more advanced features of this software to create slides with greater impact.

Assumed Knowledge

A good basic working knowledge of PowerPoint as gained on an "MS PowerPoint Introduction" course or from experience.