

# **MS PowerPoint 2000 Professional**

## **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 show users how to customise 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.

### **Course Outline**

#### ***Customising 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

### **Target Audience**

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.

### **Assumed Knowledge**

Good working knowledge of PowerPoint as gained on an "MS PowerPoint Advanced" course or from experience.