

MICROSOFT POWERPOINT V2003 INTRODUCTION COURSE OUTLINE PART 2 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who are already able to create a basic presentation, or have attended the part 1 of the Introduction course.

Topics to be covered

Master slide view

- Modifying the master view
- Adding a logo or picture to the master

Table Slide

- Creating a table
- Modifying a table
- Changing the appearance of the data within the table

Organization Chart

- Creating an organization chart
- Adding and removing subordinates
- Adding and removing managers
- Adding and removing assistants
- Changing the appearance of the organization chart

Adding the date or time and/or slide number to each slide, using headers and footers

Slide show animation effects

- Creating slide show animation effects
- Modifying slide show animation effects
- Deleting slide show animation effects
- Showing the presentation with animation

Animation of slides

Notes pages

