

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

Course Duration - 3 Hours

## Target Audience

This course is designed for people who have a working knowledge of Microsoft PowerPoint, or have attended the Microsoft PowerPoint Introduction or the part 1 of the Intermediate course.

## Topics to be covered

### Comments

- Inserting comments
- Editing comments
- Deleting comments

### Customising the toolbar

- Adding buttons
- Deleting buttons

### Changing the slide background

### Using the design templates

- Creating your own templates

### Creating actions buttons

- Moving to different slides in the same presentation
- Moving to a different presentation
- Moving to a different file (example Excel)

### Opening multiple presentations

- Displaying multiple presentations at the same time
- Copying slides across presentations

### Copying data from Excel into PowerPoint

### Copying data with a link into PowerPoint

### Package for CD

