



## Microsoft® Office PowerPoint® 2003: Level 2

**Course Objective:** You will use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

**Prerequisites:** To ensure your success, we recommend that you have taken:

- Microsoft PowerPoint 2003: Level 1

Web browsing experience is also strongly recommended.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a design template.
- create organization charts and diagrams.
- add special effects to a Microsoft® Office PowerPoint® 2003 slide.
- create a Web-based Microsoft® Office PowerPoint® 2003 presentation.
- use functionality that will enable you to deliver live, self-service, and online presentations.

### Course Content

#### 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 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 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 4: Creating Web Presentations

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



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### **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