

MICROSOFT PowerPoint 2000

Level 2 - Intermediate

This course covers working with various editing tools to create effective presentations and the advanced graphic features in PowerPoint. Tasks included using masters and templates, working with graphics and WordArt and applying animation.

Upon Completion of this course students will be familiar with and have skill to:

Setting Options

- Looking At This Course
- Examining The Project
- Preparing PowerPoint
- Setting Options
- Changing Other Options

Using Masters And Templates

- Opening Templates
- Modifying Slide Masters
- Changing Background Objects
- Adjusting The Background
- Defining Text Styles For Templates
- Adding Designs To Title Masters
- Importing Data From Word

Working With WordArt

- Understanding WordArt
- Inserting Text
- Modifying WordArt
- Adding Emphasis To WordArt

Working With Graphics

- Creating Slides For Clip Art
- Adding Microsoft Clip Art Categories
- Adding And Moving Images In The Clip Gallery
- Arranging Clip Art On Slides
- Modifying Graphics
- Inserting Slides
- Working With Drawing Tools

Applying Animation Features

- Understanding Animation Features
- Applying Effects To The Opening Screen
- Applying Animation To Text
- Applying Animation Settings To Graphics

Previewing The Slide Show

Preparing Presentations

- Examining Enhancement Options
- Creating Notes
- Working With Speaker Notes
- Creating Audience Handouts
- Hiding Slides
- Printing Transparencies

Presentations For The Web

- Creating Presentations From Existing Slides
- Changing Cases
- Replacing Fonts
- Adding Text To Drawings
- Using Hyperlinks
- Publishing Presentations To The Web
- E-mailing Presentations

Application Project

- A Celebration Presentation

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Drawing Tools
- Navigation Shortcuts

