

# MICROSOFT PowerPoint 2000

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## Level 3 - Advanced

This course covers the more advanced features in PowerPoint 2000, including; customizing toolbars, working with templates, creating graphs and charts, applying visual effects, importing and exporting elements and finalizing and delivering a presentation.

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

### **Working With Toolbars**

- Looking At This Course
- Examining The Project
- Preparing PowerPoint
- Customizing The Toolbars
- Creating Toolbars

### **Working With Presentations And Templates**

- Combining Presentations
- Applying Templates
- Customizing Backgrounds
- Customizing Color Schemes
- Formatting Tab And Paragraph Indents

### **Creating Graphs And Charts**

- Building Charts Or Graphs
- Modifying Charts Or Graphs
- Building Organization Charts
- Modifying Organization Charts
- Modifying PowerPoint Tables

### **Applying Advanced Visual Effects**

- Customizing Clip Art And Other Objects
- Modifying Pictures
- Working With AutoShapes
- Applying Animation Effects
- Adding Links Between Slides
- Adding Action Buttons

### **Importing And Exporting Elements**

- Adding Word Tables
- Inserting Excel Charts
- Adding Multimedia Elements
- Exporting Outlines To Word
- Saving Slides As Graphics

### **Finalizing Advanced Presentations**

- Setting Automatic Slide Timings
- Hiding Slides
- Using Embedded Fonts
- Automatically Creating Slide Types
- Generating And Incorporating Notes

### **Preparing To Deliver Presentations**

- Exporting To 35mm Slides
- Formatting Presentations For The Web
- Viewing Presentations On The Web
- Sharing Presentations With NetMeeting
- Understanding Pack And Go

### **Application Project**

- Create A PowerPoint Presentation

### **Common Tools And Shortcuts**

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

