

**Course Description:** Students will learn how to use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for students who want to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery, or students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2003.

**Prerequisites:** Students should have taken Windows XP: Introduction or Windows 2000: Introduction, and Microsoft PowerPoint 2003: Level 1. Web browsing experience is also strongly recommended.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a design template.
- Create organization charts and diagrams.
- Add special effects to a slide.
- Create a Web-based presentation.
- Use a PowerPoint presentation for collaborative workgroup review.
- Use functionality that will enable students to deliver live, self-service, and online presentations.

### Course Outline:

#### Creating A Custom Design Template

Defining Design Template Characteristics  
Creating a Custom Color Scheme  
Setting Up a Slide Master  
Formatting Custom Bullets  
Adding a Footer  
Modifying the Notes Master  
Saving a Custom Design Template

#### Adding Organization Charts And Diagrams

Working with Organization Charts  
Updating an Organization Chart  
Applying a Chart Layout  
Creating a Diagram  
Drawing a Flowchart

#### Adding Special Effects

Adding Sound and Movies  
Adding Animation  
Emphasizing Objects  
Setting a Motion Path  
Setting the Order of Effects

#### Creating Web Presentations

Creating a Group Home Page with the AutoContent Wizard  
Hyperlinking to a Web Page  
Publishing as a Web Page

#### Collaborating In Powerpoint

Setting Password Protection  
Working with Comments  
Sending a Presentation for Review  
Merging Revision Copies  
Applying Reviewer Changes

#### Delivering A Presentation

Hyperlinking Within PowerPoint  
Adding an Action Button  
Setting Up a Custom Show  
Annotating a Presentation  
Working with Narrations and Slide Timings  
Setting Up a Slide Show to Repeat Automatically

#### Appendix A: Microsoft Office Specialist Program