



## Microsoft PowerPoint 2003 Intermediate

### REVIEWING BASIC PRESENTATION SKILLS

- Creating a New Presentation
- Applying a Slide Layout
- Entering Text into a Presentation
- Adding a New Slide
- Using a Design Template
- Navigating Slides & Views
- Running a Slide Show

### USING THE OUTLINE TAB

- Creating a Bulleted List
- Collapsing & Expanding Slides
- Demoting & Promoting Text Lines
- Adding/Deleting Slides from the Outline
- Moving Text/Slides in the Outline Tab
- Creating a Summary Slide
- Importing Text from Word

### FORMATTING BULLETS & NUMBERS

- Adding/Removing Bullets
- Adding/Removing a Numbered List
- Modifying Bullets & Numbers
- Customizing Bullets & Numbers

### WORKING WITH MULTIPLE PRESENTATIONS

- Viewing Multiple Presentations
- Copying Text Between Presentations
- Copying Slides Between Presentations
- Using Drag & Drop to Copy

### WORKING WITH DRAWING OBJECTS

- Using the Drawing Toolbar
- Inserting Objects, AutoShapes & Text Boxes
- Displaying Guides & Grids
- Changing the Fill Color of an Object
- Using Fill Effects
- Applying 3-D & Shadow Effects
- Drawing & Formatting Lines
- Rotating & Flipping Objects
- Grouping & Ordering Objects

### USING TABLES

- Creating a Table
- Inserting a Word Table
- Entering Data into Table Cells
- Using Table AutoFormat
- Working with User-Defined Table Styles
- Adjusting Table Cells
- Selecting/Inserting Rows & Columns
- Linking a Word Table

### EDITING PRESENTATION MASTERS

- Working with the Slide Master
- Formatting the Slide & Title Masters
- Adding Header & Footer Information
- Inserting a New Slide Master
- Applying Multiple Masters
- Preserving a Slide Master
- Changing a Font for a Presentation

### ADDING SPECIAL EFFECTS

- Applying an Animation Scheme
- Animating Text & Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds & Video
- Changing Multimedia Settings
- Inserting Animated GIF's

### CREATING BASIC CHARTS

- Using Charts in Presentations
- Creating a Chart
- Entering/Deleting Data in the Datasheet
- Changing the Chart Type

### SETTING UP THE SLIDE SHOW

- Setting Automatic Slide Timings
- Setting Up a Continuous Slide Show
- Hiding a Slide
- Rehearsing Slide Transition Timings

### EXPORTING OUTLINES & SLIDES

- Exporting Notes & Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic