



Microsoft PowerPoint 2003 Advanced Presenting

REVIEWING INTERMEDIATE SKILLS

- Working with the Outline Tab
- Creating a Bulleted List
- Demoting & Promoting Text Lines
- Adding/Deleting Slides from the Outline
- Moving Text/Slides in the Outline Pane
- Creating a Summary Slide
- Animating Text & Objects
- Setting Animation Timing
- Setting Slide Transitions

CUSTOMIZING PRESENTATIONS

- Working with Custom Presentations
- Applying/Customizing a Color Scheme
- Applying a Scheme to All Slides
- Customizing the Slide Background
- Saving & Deleting a Custom Template
- Applying an Existing Template

EXPANDING A SLIDE SHOW

- Creating/Setting Up a Custom Show
- Creating/Using a Hyperlink
- Using an Action Button
- Jumping to Another Presentation
- Using the Slide Finder
- Creating a Summary Slide
- Creating an Agenda Slide

EDITING NOTES & HANDOUT MASTERS

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder

EDITING & IMPORTING CHARTS

- Editing Charts
- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart
- Selecting Chart Options
- Importing an Excel Chart

CREATING CUSTOM CHARTS

- Displaying Chart Axes & Gridlines
- Formatting Chart Gridlines & Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding Text & Drawing Objects to a Chart
- Inserting a Data Table

CREATING ORGANIZATION CHARTS & DIAGRAMS

- Creating an Organization Chart
- Adding Text & Positions to Shapes
- Selecting Multiple Boxes
- Rearranging/Formatting Boxes & Styles
- Inserting a Diagram
- Working with Diagrams

COLLABORATING ON A PRESENTATION

- Sending a Presentation for Review
- Reviewing a Presentation
- Combining Reviewed Presentations
- Reviewing Merged Changes
- Applying Reviewer Changes
- Ending a Review
- Printing Reviewer Changes

PRESENTING TO A WIDER AUDIENCE

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Assigning/Removing a Password
- Using the Pack & Go Wizard
- Using the PowerPoint Viewer
- Using Meeting Minder
- Previewing a Presentation as a Web Page
- Formatting a Presentation for the Web
- Scheduling an Online Meeting
- Scheduling/Starting a Broadcast