

PowerPoint 2003 Advanced Ref: PP23AV

Days of training: 1

Prerequisites: PowerPoint 2003: Basic or equivalent experience

Building custom presentations

Modifying templates

Building custom templates

Building custom slide masters

Advanced slide master techniques

Using multimedia in presentations

Advanced clip art and drawing techniques

Adding movies and sound

Using animations

Using scanned images

Using organization charts and tables

Advanced organization chart options

Formatting and modifying tables

Advanced presentation techniques

Adding special effects

Working with slide show options

Setting up review cycles

Advanced presentation delivery options

Online meetings

Working with shared workspaces

Working with the Package for CD feature

Advanced delivery techniques

Customizing the environment

Customizing and creating toolbars

Automating your work

Microsoft Office integration

Working with Excel

Working with Word

Appendix A : MOS exam objectives map