

# **SELSIUS™**

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## **CORPORATE & CAREER TRAINING**

### **PowerPoint 2003 Level II**

**6 Hours**

#### **Objectives:**

PowerPoint 2003 Level II is the second in a series of seminars in PowerPoint 2003 training. It covers intermediate level PowerPoint functions and features. Trainees will learn to:

- Use the outline pane and slide sorter view to more effectively organize a presentation
- Create effective graphics using drawing tools
- Create charts to graphically illustrate data
- Use tables to layout ideas in a columnar format
- Add animation and sound to enhance presentations
- Setup a slide show to run automatically
- Run an on-screen slide show to present information
- Print slides, handouts, and notes to distribute information

#### **Outline:**

- Using the Outline Tab: working with the outline tab, creating a bulleted list, creating and expanding slides, demoting/promoting text, adding/deleting/rearranging slides in the Outline Tab, and creating a summary slide.
- Using Slide Sorter View: Selecting multiple slides, moving, duplicating, copying and deleting multiple slides in Slide Sorter View.
- Working with Drawing Objects: the drawing toolbar, applying fill effects, 3-D and shadow styles, drawing and formatting lines, creating text boxes, and rotating, ordering, aligning and grouping objects.
- Working with Charts: creating a chart, chart options, deleting/entering data from the datasheet, editing charts, formatting chart data markers, exploding a pie chart, and importing an Excel chart
- Using Tables: creating a PowerPoint table, inserting, editing, and linking a Word table, using Table AutoFormat, and row/column manipulation.
- Customizing Presentations: applying and customizing color schemes and slide backgrounds, and saving/deleting/applying templates.
- Adding Special Effects: applying animation schemes, text and objects, setting animation timing, animating a chart, inserting sound, video, and animated GIFs.
- Setting up the Slide Show: setting automatic slide timings and continuous loops, hiding slides and rehearsing slide transition timings.
- Appendix: Editing Multiple Presentations