

# SELSIUS™

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## CORPORATE & CAREER TRAINING

### PowerPoint 2003 Level III

6 Hours

#### Objectives:

PowerPoint 2003 Level III is the final in a series of seminars in PowerPoint 2003 training. It covers advanced PowerPoint functionality. Trainees will learn to:

- Use diagrams to effectively present ideas
- Use hyperlinks and action buttons to customize and automate a slide show
- Compress and save presentations for viewing on another system
- Use collaboration tools to share and edit presentations
- Create custom charts
- Export outlines and slides
- Use slide masters and templates to ensure consistency

#### Outline:

- Using Organization Charts/Diagrams: creating an organization chart, adding text and positions to shapes, selecting multiple shapes, rearranging and formatting shapes, inserting shapes into diagrams.
- Expanding a Slide Show: creating a custom show, creating and using hyperlinks, using an action button, using the slide finder, creating an agenda slide.
- Presenting to a Wider Audience: sharing presentation ideas, embedding fonts, assigning and removing passwords, packaging a presentation, using the PowerPoint viewer, previewing and formatting a presentation for the web, and scheduling an online meeting.
- Collaborating on a Presentation: sending a presentation for review, reviewing a presentation, combining reviewed presentations, reviewing and applying changes, and printing reviewer comments.
- Creating Custom Charts: displaying chart axes and gridlines, formatting gridlines, axes, and the scale of an axis, adding chart titles, adding text to a chart, inserting a data table.
- Exporting Outlines and Slides: exporting notes, handouts, and outlines to Word, saving a presentation as an Outline and saving a slide as a graphic.
- Editing Presentation Masters: working with the slide master, adding header and footer information, formatting the title master, inserting a new slide master, applying multiple masters, preserving a slide master.
- Appendix: Editing Notes and Handout Masters