

Microsoft PowerPoint 2000 – Level 2

Courseware Objectives

Course Length:
6 – 8 Hours

Approximate Page Count:
180 – 200 Pages

Number of Sections:
Six Sections Plus Preface
and Appendices

Average Number of Exercises:
100



LEARN THE SKILL

Hands on, step by step exercises guide students presented immediately following a topic explanation.



DEVELOP YOUR SKILLS

Hands on, step by step exercises covering more than one feature within a module. They are presented at the end of a module.



APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

Examine the advanced features of Microsoft PowerPoint 2000, and to familiarize you with their use. This courseware demonstrates how to enhance your presentation effectively, efficiently and professionally using the advanced tools and other features such as multimedia.

- work with masters and templates
- design a custom template
- create slides from a summary slide
- customize backgrounds, color schemes, clipart, objects, embedded links, jumps and action buttons
- format web pages
- save embedded fonts in a presentation
- save to HTML format to a specific target browser
- save a slide as a graphic
- add clipart, pictures, sound, video, objects and special animated effects
- convert clip art to PowerPoint drawing objects
- animate objects
- create interactive presentations such as pausing a slide show and using basic ActiveX controls for feedback
- use hyperlinking and object linking
- create, run and edit macros
- export to 35mm slides
- incorporate slides from another presentation
- import a Microsoft Word outline to a presentation
- export a presentation to a Microsoft Word outline
- generate meeting notes
- use Net Meeting to show a presentation
- electronically incorporate meeting feedback while delivering a presentation
- use the pen during a presentation
- send a presentation by e-mail
- customize and create toolbars
- subscribe to a presentation
- save a presentation for use on another computer with Pack and Go

Prerequisites

This courseware is designed for students who have completed the PowerPoint 2000 – Level 1 courseware. It is not suitable as an introduction for people who have little or no experience with PowerPoint.

Course Outline

About This Courseware

Courseware Conventions
Courseware Objectives
PowerPoint Skills Checklist

Reviewing the Basic Features

Objectives of Section 1
Creating a Presentation
Creating a New Template
Formatting Text
Advanced Formatting
Working with the Master
Changing the Background
Slide Setup and Layout
Working with Objects and Graphics
Adding Graphics
Finalizing the Presentation
Summary of Section 1
Questions and Review

Work with Charts, Tables and Embedded Objects

Objectives of Section 2
Creating Data Charts
Picture Charts
Create a Table
Creating an Organization Chart
Linking and Embedding Objects
Importing and Exporting Text
Summary of Section 2
Questions and Review

Multimedia

Objectives of Section 3
Converting Graphics to Objects
Animation
Sounds and Movie Clips
Inserting Movies and Video Clips
Summary of Section 3
Questions and Review

Interactive Presentations

Objectives of Section 4
Adding Action Buttons
Creating and Using ActiveX Controls
Controlling Slide Show Progression
Creating a Custom Show
Publishing to Intranet vs Web
Presentations on the Web
Online Broadcasting
Viewing a Presentation Broadcast on the Web
Online Collaboration
Summary of Section 4
Questions and Review

Advanced Tools

Objectives of Section 5
Macros
Customizing Toolbars and Menus
Sending a Presentation via E-Mail
Pack and Go Viewer and Unpacking
Summary of Section 5
Questions and Review

Extra Features

Objectives of Section 6
Inserting Comments
Slide Finder
Viewing as Slide Miniatures
Creating a Summary or Agenda Slide
Adding Hyperlinks
Summary of Section 6
Questions and Review

Appendices

Projects and Case Studies
Productivity Tools
Glossary of Terms
Answers to Review Questions
Index
MOUS Skills Checklist