



## **Roade IT Training**

**The Roade to Successful IT Training**  
*Specialists in Microsoft Office & All Corporate Computer Training*

### **Course Outline**

## **Microsoft PowerPoint 2003 Advanced Level**

### **Overview**

The skills and knowledge gained on this course are sufficient to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

### **Target Audience**

This course is primarily designed for people who need to enhance their current knowledge and skills in Microsoft PowerPoint 2003. It is ideal for people who work in areas where effective presenting of information is important.

### **Objectives**

At the completion of this course participants will be able to:

- work with text in PowerPoint
- create tables, charts and diagrams in a presentation
- create organisational charts in presentations
- create slide masters for use in presentations
- insert tables from Microsoft Word and modify them in PowerPoint
- create and use templates and colour schemes
- import data into PowerPoint from a number of different applications
- insert movie clips and sound waves and work with action buttons
- set up an on-screen presentation
- modify charts in a presentation.

### **Prerequisites**

This course assumes a working understanding of Microsoft PowerPoint and the ability to produce a basic presentation. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

### **Course Cost**

From £350. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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### **Course Contents**

- 1 Text Techniques**
  - a) Text Pointers
  - b) Text Layouts
  - c) Adding Text Directly To A Slide
  - d) Adding Speaker Notes
  - e) Formatting Text
  - f) Applying Simple WordArt
  - g) Deleting A Text Placeholder
- 2 Tables Charts & Diagrams**
  - a) Create a Table
  - b) Charts
  - c) Create A Chart
  - d) Modifying Charts
  - e) Create An Organization Chart
  - f) Modifying Organization Charts
  - g) The Diagram Gallery
  - h) Create A Diagram
- 3 Organisation Charts**
  - a) Creating An Organisation Chart
  - b) Editing Organisation Charts
  - c) Adding Subordinates
  - d) Changing Subordinate Layout
  - e) Formatting Organisation Charts
  - f) Formatting Organisation Chart Branches
  - g) Adding An Assistant
- 4 Slide Masters**
  - a) Using Master Slides
  - b) Viewing The Slide Masters
  - c) Modifying The Master Font
  - d) Modifying The Bullet Colour
  - e) Changing The Bullet Shape
  - f) Adding A Logo
  - g) Adding Slide Numbers
- 5 Word Tables**
  - a) Inserting A Word Table
  - b) Formatting A Word Table
  - c) Entering Text In A Word Table
  - d) Changing Column Width In A Word Table
  - e) Adding Borders To Word Tables
  - f) Adding Shading To Word Tables
- 6 Templates & Colour Schemes**
  - a) About Templates & Colour Schemes
  - b) Creating A Blank Presentation
  - c) Changing The Colour Scheme
  - d) Adding Graphics
  - e) Customising Bullets And Text Layout
  - f) Creating A Template
  - g) Creating A Greyscale Colour Scheme
  - h) Using The Customised Template
- 7 Importing into PowerPoint**
  - a) Copying & Linking Excel Tables
  - b) Importing & Linking Excel Charts
  - c) Importing Word Tables
- 8 Media & Action Buttons**
  - a) Inserting A Movie Clip
  - b) Inserting Sounds
  - c) Action Buttons
  - d) Creating Action Buttons
  - e) Duplicating Action Buttons
  - f) Creating AutoShape Action Buttons
  - g) Assignment – AutoShape Action Buttons
  - h) Testing Actions Buttons
- 9 Set Up Shows**
  - a) Applying Timings For A Kiosk
  - b) Set Up Show For Kiosk
  - c) Set Up Show For Speaker
  - d) Rehearsed Timings
  - e) Package For CD
- 10 Modifying Charts**
  - a) Chart Elements
  - b) Modifying Chart Data
  - c) Modifying Chart Colour
  - d) Deleting Data Series
  - e) Modifying Chart Options
  - f) Showing Chart Legends
  - g) Modifying Chart Legends
  - h) Adding Data Labels To A Chart
  - i) Working With Pie Charts
  - j) Modifying Chart Backgrounds