



# PowerPoint 2003 Advanced

<b>Prerequisites</b>	PowerPoint 2003 Introduction or equivalent skills. Must be able to work with task panes, create a basic slide presentation, add and format text, reorganize slides, and apply templates.
<b>Duration</b>	This is a 1 day course

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## Topics

### Drawing in PowerPoint

- Examining the Drawing Toolbar
- Selecting Graphic Objects
- Using Simple Drawing Tools and AutoShapes
- Drawing Freeform Objects
- Editing Freeform Objects
- Using Connectors
- Using WordArt

### Modifying Objects

- Resizing Objects
- Copying and Moving Objects
- Duplicating and Deleting Objects
- Changing the Fill of Objects
- Changing the Line Color and Style of Objects
- Adding and Customizing Shadows
- Adding and Customizing 3-D Effects

### Working with Objects

- Attaching Text to a Graphic Object
- Working with Graphic Object Text
- Changing the Stacking Order of Objects
- Aligning or Distributing Objects
- Using Layout Guides, Gridlines, and Rulers
- Rotating and Flipping Objects
- Grouping Objects

### Creating and Modifying Charts

- Creating a Chart Slide
- Activating a Chart
- Using the Datasheet
- Changing the Chart Type
- Importing a Worksheet
- Formatting Chart Objects
- Working with Chart Text

### Creating Diagrams, Organization Charts, and Tables

- Creating a Diagram
- Modifying a Diagram
- Creating an Organization Chart
- Modifying an Organization Chart
- Creating a Table
- Selecting Table Elements
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells

### Formatting a Table Customizing Designs

- Changing Presentation Color Schemes
- Creating a Custom Background
- Understanding Masters
- Viewing the Title and Slide Masters
- Adding Headers and Footers
- Formatting Title and Slide Master Text
- Creating a Handout and Outline Master
- Creating a New Default Template

### Creating Slide Shows

- Using Slide Show View
- Using the Slide Show Shortcut Menu
- Using the Slide Show Menu
- Setting Up a Show
- Creating Transition Effects
- Using Slide Show Timings
- Using Hidden Slides
- Creating and Running a Custom Show

### Delivering Presentations

- Using Action Buttons
- Using Animation Schemes
- Applying Custom Animation
- Adjusting Animation Effects
- Animating Charts
- Using Slide Show Shortcuts