

PowerPoint 2000 Advanced

Prerequisites:

This course is designed for students who already have a working knowledge of the basics of PowerPoint, as well as a basic understanding of word processing and spreadsheet concepts. We recommend you first take a Windows class, PowerPoint 2000 Introduction before PowerPoint 2000 Advanced.

Course Content

Lesson 1: Working with Templates

- Work with Presentations
- Creating a Template
- Working with a Design Template

Lesson 2: Working with Multimedia

- Working with Graphics and Multimedia
- Working with Animation
- Inserting Movies and Sound

Lesson 3: Working with the Office Suite

- Inserting Office Objects
- Creating Slides from an Outline
- Sending Slides to Microsoft Word

Lesson 4: Additional PowerPoint Features

- Customizing PowerPoint Toolbars
- Other Customization Options
- Automating Slide Production
- Using AutoCorrect and the Style Checker

Lesson 5: Building Interactive Presentations

- Creating Hyperlinks
- Creating Interactive Objects
- Working with Slide Show Options
- Using the Meeting Minder

Lesson 6: Collaborating on the Web

- Exploring Online Meetings
- Broadcasting Presentations
- Delivering Presentations