

# PowerPoint 2002 Level Two

## 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 2002 Level One before PowerPoint 2002 Level Two.

## Course Content

### Lesson 1: Creating a Custom Design Template

- Change the Background
- Insert Graphics
- Add a Footer
- Formatting Bullets
- Modify the Slide Master Text
- Save a Design Template

### Lesson 2: Creating Presentations with Special Effects

- Change the Orientation of Objects
- Grouping Objects
- Ungrouping Objects
- Layer Objects
- Add Sound Object
- Animating Objects
- Changing the Order of Effects

### Lesson 3: Delivering a Presentation

- Send a Presentation to Word
- Add Emphasis During Your Presentation
- Take Meeting Notes
- Setting Up a Slide Show to Run Automatically
- Recording a Narration
- Take a Presentation on the Road

### Lesson 4: Creating Presentations for the Web

- Run the AutoContent Wizard
- Add Hyperlinks
- Add Objects from Other MS Applications
- Publish to the Web

### Lesson 5: Reviewing and Broadcasting Presentations

- Create a Presentation from an Outline
- Send a Presentation for Review
- Review a Presentation
- Applying Reviewer Changes
- Set Up and Schedule an Outline Broadcast