

PowerPoint 2003 Intermediate

1. CREATING A POWERPOINT 2003 PHOTO ALBUM

- ADDING ALBUM CONTENT
- CHOOSING AN ALBUM LAYOUT
- FORMATTING THE ALBUM

2. USING DIAGRAMS AND ORGANIZATION CHARTS

- ADDING ORGANIZATION CHARTS AND DIAGRAMS
- WORKING WITH ORGANIZATION CHARTS
- WORKING WITH DIAGRAMS
- FORMATTING ORGANIZATION CHARTS AND DIAGRAMS

3. USING TABLES AND CHARTS

- ADDING TABLES
- WORKING WITH COLUMNS AND ROWS
- FORMATTING TABLES
- ADDING CHARTS
- ENTERING DATA
- CHANGING THE CHART TYPE
- CUSTOMIZING CHARTS

4. EMBEDDING AND LINKING OBJECTS

- WORKING WITH LINKED OBJECTS
- WORKING WITH EMBEDDED OBJECTS
- WORKING WITH HYPERLINKS

5. USING MACROS

- CREATING MACROS
- MANAGING MACROS
- SETTING MACRO SECURITY

6. APPLYING CUSTOM ANIMATION

- ADDING EFFECTS
- EDITING ANIMATION EFFECTS
- APPLYING ANIMATION ENHANCEMENTS
- ADDING SLIDE TRANSITIONS

7. USING MOVIES, SOUNDS, AND VOICE NARRATIONS

- ADDING MOVIES
- ADDING SOUNDS
- ADDING VOICE NARRATIONS

8. COLLABORATING AND CONSOLIDATING

- SHARING A PRESENTATION
- REVIEWING A PRESENTATION
- MANAGING A REVIEWED PRESENTATION
- COLLABORATING ONLINE

9. MORE ON PRESENTING PRESENTATIONS

- CREATING CUSTOM SHOWS
- CUSTOMIZING THE SHOW SET UP
- USE THE PACK AND GO WIZARD
- BROADCASTING A PRESENTATION

10. CUSTOMIZING POWERPOINT 2003

- CONFIGURING POWERPOINT 2003 OPTIONS
- CONFIGURING AUTOCORRECT OPTIONS
- CUSTOMIZING TOOLBARS

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