

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

**Intermediate
Microsoft
PowerPoint
2000 - 2003
(1/2 day)**

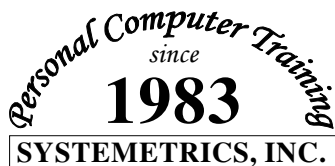
Duration: 1/2 day (3 hours)

Prerequisite(s): Introduction to Microsoft PowerPoint or equivalent experience

Environment: Microsoft Windows

Version(s): 2000 through 2003.
Taught using PowerPoint 2003.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in PowerPoint.



**SYSTEMETRICS, INC.
95 Sockanosset Crossroad
Cranston, Rhode Island 02920**

Telephone: (401) 275-2200

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Who Should Take This Seminar: *Intermediate Microsoft PowerPoint 2000 - 2003* is designed to introduce experienced PowerPoint users to many of the little-known features that ease the process of creating and managing presentations. **The student must be familiar with creating PowerPoint presentations.** This seminar should not be taken by people using PowerPoint 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

Seminar Outline

- I. General Microsoft Office Tips**
 - A. Displaying one toolbar or two
 - B. Displaying compressed menus or full menus
 - C. Disabling the Office Assistant
 - D. Customizing toolbars
 - E. Getting help in a dialog box
- II. General PowerPoint Tips**
 - A. Customizing the way PowerPoint works
 - B. Using keyboard shortcuts
- III. General Tips to Increase the Effectiveness of Your Presentation**
- IV. Tips for Creating and Editing Presentations**
 - A. Creating and using design templates
 - B. Using slide color schemes
 - C. Modifying masters (slide, handout, and notes)
 - D. Selecting, copying, moving, duplicating, sizing, aligning, rotating, flipping, grouping and ungrouping objects
 - E. Using the Picture toolbar
 - 1. Cropping pictures
 - 2. Changing picture brightness and contrast
 - 3. Setting transparent colors
 - F. Modifying clipart
 - G. Animating objects
 - H. Inserting diagrams
 - I. Inserting movies and sounds
 - J. Inserting tables
 - K. Inserting action buttons
 - L. Using fill effects
 - M. Creating and using hyperlinks
 - N. Creating charts
 - 1. Importing data
 - 2. Changing a chart's perspective
 - 3. Changing the width of bars
 - 4. Using pictures in charts
 - O. Using the Outlining toolbar
 - P. Creating a summary slide
- V. Tips for Showing Presentations**
 - A. General tips
 - B. Using custom shows