

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

**Intermediate  
Microsoft  
PowerPoint:  
Tips and Tricks  
(1/2 day)**

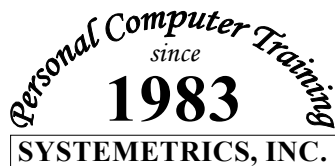
**Duration:** 1/2 day (3 hours)

**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.



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Jul-09.

**Who Should Take This Seminar:** *Intermediate Microsoft PowerPoint: Tips and Tricks* 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.** Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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**Seminar Outline**

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- 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