

MS PowerPoint 2003-Advanced

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Insert Pictures and ClipArt, Charts
- ✓ Work with Layouts and Color Schemes
- ✓ Working with Organization Charts
- ✓ Slide Transitions

Course Contents:

- Inserting Pictures and ClipArt
 - Modify the visual impact of slides by adding pictures and clip arts
- Inserting Charts
 - Creating Graphs and Charts
 - Creating Graphical Bullets
- Working with Layouts and Color Schemes
- Creating Organizational charts and Diagrams
- Slide Transitions
 - Adding Transitions and Animation
 - Set Slide Timings
 - Customizing
 - Drawings on Slides
- Custom Animations
 - Applying different Effect to Objects like Text and Clip Arts etc.
 - Managing sequence of animation
- Generating custom shows
- Using rehearse Timing
- Generating professional presentations and deployment.