

# ON LINE SERVICES

*Computer Training & Support*

## **Solution Series**

### **Deliver Presentations to the Web** **Using PowerPoint 2000**

**Overview:** Students will use a variety of PowerPoint 2000 techniques to customize and publish a presentation to the Web. They will then learn how to make their presentation available on an intranet or an Internet site. The following activities are covered:

- Publish a presentation to the Web
- Customize the appearance of your presentation in a Web browser
- Work with Web graphics and animation
- Add hyperlinks to your Web presentation
- Make your Web presentation available

**Objectives:** Upon successful completion of this Lab, students will be able to:

- Publish a presentation to the Web and preview it in a Web browser.
- Customize the appearance of their presentation in a Web browser.
- Work with Web graphics and animation.
- Add hyperlinks to their Web presentation
- Make their Web presentations available.

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## **Course Outline**

### **Activity 1: Publish a presentation to the Web**

- Save the presentation as a Web page
- Preview the presentation in a Web browser

### **Activity 2: Customize the appearance of your presentation in a Web browser**

- Add speaker notes to the presentation
- Hide speaker notes and change the text and background colors
- Insert a new slide

### **Activity 3: Work with Web graphics & animation**

- Link graphics from a file
- Specify an alternate text description for a graphic on a Web page
- Animate a chart and text
- Insert action buttons into your presentation and define a hyperlink
- Preview and update the file

### **Activity 4: Add hyperlinks to your Web presentation**

- Create a hyperlink to an Internet site
- Create a hyperlink to an email address
- Create a hyperlink to another slide in your presentation

### **Activity 5: Make your Web presentation available**

- Open your Web presentation outside of the PowerPoint application
- Access & manage folders/files on a Web server
- Make presentations available on an intranet or internet
- Make presentations available on the Internet
- Internet Optimize your Web presentation for Netscape Navigator

***Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.***

