

# ON LINE SERVICES

*Computer Training & Support*

## PowerPoint 2000 Advanced

### Course Description

**Overview:** Students will learn additional features of PowerPoint, as well as how to embed Microsoft Word tables and Microsoft Excel charts in a presentation.

**Objectives:** Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Create a custom template by selecting a color scheme, background fill, and fonts.
- \* Enhance a presentation by using graphic objects.
- \* Examine the concept of embedded and imported information by using Microsoft applications.
- \* Enhance a slide containing a flow chart by using advanced drawing techniques.
- \* Customize the PowerPoint environment by modifying toolbars and using the Options dialog box.
- Enhance a presentation by using animation.
- Bring PowerPoint meeting notes into Word by using the Meeting Minder.

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### Course Outline

#### Lesson 1: Working with templates

Working with presentations  
Creating your own template  
Working with fonts

#### Lesson 2: Working with multimedia

Working with graphics and multimedia  
Working with Animation  
Inserting Movies and Sound

#### Lesson 3: Importing and embedding objects

Creating a table  
Enhancing the table  
Editing the table  
Importing and embedding charts

#### Lesson 4: Additional PowerPoint features

Customizing PowerPoint toolbars  
Other customization options  
Working with the Internet and hyperlinks  
Using AutoCorrect and the Style Checker

#### Lesson 5: Building interactive Presentations

Hyperlinks  
Creating interactive objects  
Slide show options

#### Lesson 6: Collaborating on the web

Holding online meetings  
Broadcasting presentations  
Delivering presentations

**Additional Information:** The combined content of PowerPoint 2000 Introduction and PowerPoint 2000 Advanced courses satisfies the requirements for the Microsoft Office User Specialist Certification for PowerPoint 2000 at the Expert level.