

## Microsoft PowerPoint 2002

Course Level : Advanced

Course Duration : 1 day

Prerequisites : Attendance on Introduction course or equivalent experience



### ▼ Course Content

- Course Objectives
- Customising PowerPoint
  - Customising the Toolbars
  - Customising PowerPoint Settings
- Controlling the Overall Look
  - Templates
  - Customising a Template
  - Modifying the Notes Master
  - Modifying the Handout page
  - Saving a template
- PowerPoint and the Web
  - The Web Toolbar
  - Publishing a Presentaton to the Web
  - Setting up Hyperlinks
- Using Multimedia
  - Include Movie Clips
  - Include Sound Clips
  - Additoinal locations of Clipart, Pictures, Sound, Video
  - Options for Movie & Sound Clips
- Using PowerPoint with other programs
  - Editing Linked Objects
  - Editing Embedded Objects
  - Creating a PowerPoint presentation from a Word outline
  - Creating a Word document from a Presentation
- Images & Graphics
  - Rotation
  - Grouped Objects
  - Diagrams
  - Compress Pictures
- Workshop
- Templates & Colour Schemes
- Masters
- Animation
- Grids
- Paste Options
- Compare & Merge
- Security
  - Document Password Encryption