



Training Solutions, Inc.

## Microsoft PowerPoint 2002 Advanced Course Outline

### Section 1 - Importing Outlines and Charts

- Creating a Word Outline
  - Import the Outline
  - Format the Presentation
  - Add an AutoShape
  - Shadow & Shadow Settings
  - 3D Objects and Settings
- Color Schemes
- Creating an Excel Chart
  - Import Data
  - Copy & Paste a Chart
  - Launch Excel
  - Paste Special Command

### Section 2 - Animation

- Animation
  - Add Animation
  - Chart Animation
  - Slide Show View
  - Automatic Display

### Section 3 - Working with Masters

- Viewing the Slide Master
  - Remove Objects
  - Insert a Logo
  - The Picture Toolbar
  - Apply a Custom Background
  - Select Bullet Styles
  - Use the Ruler to Format
- Footers

### Section 4 - Making the Presentation

- Notes Pages
  - Print Notes Pages
  - Audience Handouts
- Pack and Go
  - Unpack the Presentation
  - Run the Show
- Hyperlinks
- Run a Linked Show
- Mouse Over Option
- Link to a Slide

### Section 5 - Multimedia

- Playing a CD Track
- Continuous Play
- Video Clips
- Recording Sounds