

PowerPoint 2002 Level 2 Outline

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN POWERPOINT 2002?

LESSON 1 - ANIMATION TECHNIQUES

- 1.1 APPLYING ANIMATION SCHEMES
 - 1.2 USING CUSTOM ANIMATION
 - 1.3 ADDING SLIDE TRANSITIONS
 - 1.4 USING TRANSITION TRIGGERS
 - 1.5 REHEARSING TIMING
- LAB 1 – ON YOUR OWN

LESSON 2 - PRESENTATION OUTPUT

- 2.1 PREVIEWING A PRESENTATION
 - 2.2 PAGE SETUP
 - 2.3 PRINTING SLIDES
 - 2.4 PRINTING SLIDE OUTLINES
 - 2.5 PRINTING SPEAKER NOTES
 - 2.6 PRINTING HANDOUTS
- LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

- 3.1 IMPORTING AN EXCEL DOCUMENT INTO A SLIDE
 - 3.2 MODIFYING AN EMBEDDED EXCEL CHART
 - 3.3 INSERTING A WORD DOCUMENT INTO A SLIDE
 - 3.4 ADDING SOUND TO SLIDES
 - 3.5 ADDING VIDEO TO SLIDES
 - 3.6 EXPORTING A PRESENTATION TO WORD
- LAB 3 – ON YOUR OWN

LESSON 4 - MANAGING AND DELIVERING A PRESENTATION

- 4.1 SETTING UP A SLIDE SHOW
 - 4.2 USING SLIDE SHOW NAVIGATION TOOLS
 - 4.3 CREATING ACTION BUTTONS
 - 4.4 USING PACK AND GO
 - 4.5 DELIVERING A PACK AND GO PRESENTATION
 - 4.6 WORKING WITH EMBEDDED FONTS
 - 4.7 MANAGING FILES AND FOLDERS
 - 4.8 CREATING A CUSTOM SLIDE SHOW
- LAB 4 – ON YOUR OWN

LESSON 5 - PRESENTING ON THE WEB

- 5.1 USING HYPERLINKS
 - 5.2 SAVING A PRESENTATION AS A WEB PAGE
 - 5.3 VIEWING A WEB PRESENTATION
 - 5.4 PUBLISHING A WEB PRESENTATION
 - 5.5 SETTING UP AN ONLINE BROADCAST
 - 5.6 SCHEDULING AN ONLINE BROADCAST
- LAB 5 – ON YOUR OWN

LESSON 6 - WORKGROUP COLLABORATION

- 6.1 ROUTING A PRESENTATION
 - 6.2 ADDING AND REVIEWING COMMENTS
 - 6.3 EDITING AND DELETING COMMENTS
- LAB 6 – ON YOUR OWN
- INDEX**