



MICROSOFT POWERPOINT 2002 (ADVANCE)

Duration

Single session of 4 hrs

Course Outline

Lesson 1: Using PowerPoint with other programs

Object linking and embedding
Embedding an Excel worksheet in a slide

Lesson 2: Multimedia in PowerPoint

Inserting Sounds
Inserting Movies

Lesson 3: Power up your Presentations

Adding Action Buttons
Adding Hyperlinks
Minutes of Meeting
Creating Action Items

Lesson 4: Working with On Screen Presentations

Working with transition effects
Rehearsing a presentation
Animation effects
Custom Animations
Hiding slides
Creating summary slides

Lesson 5: PowerPoint and the Internet

Saving a presentation as a Web page
Opening a presentation on the Internet
Sending a presentation via e-mail