



PowerPoint 2000: Advanced

Course number: 074-801

Course length: 1 day(s)

Course description

Overview: Students will learn advanced features of PowerPoint including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. This course meets the Microsoft Proficiency Guidelines for PowerPoint 2000 at the Expert level.

Prerequisites: PowerPoint 2000: Introduction or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to enhance a presentation by using custom clip art, animation, and movies and work with embedded and imported objects by using Microsoft applications.

Target student: Students enrolling in this course should have a working knowledge of PowerPoint, as well as a basic understanding of word processing and spreadsheet concepts.

Performance-based 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, fonts and clip art.
- Enhance a presentation by using custom clip art, animation, and movies.
- Work with embedded and imported objects by using Microsoft applications.
- Customize the PowerPoint environment by modifying toolbars and using the Options dialog box.
- Build interactive presentations by creating hyperlinks and action buttons and create custom slide shows.
- Become familiar with collaboration features by creating online meetings and broadcast presentations.