

# Advanced PowerPoint 2000

(1 day)

## Objectives

In this one-day advanced class, participants will learn about PowerPoint 2000's advanced features; work with Masters; discover how to share information; and learn how to create enhanced slide shows.

## Who should attend

People with a good working experience of PowerPoint

## Course Content

### Setting Application Defaults

Setting template defaults  
Colour schemes  
Backgrounds and watermarks  
Typography/leading tabs/paragraph control/bullets

### Working with Slide and Title Masters

Master page objects and animations  
Title page objects and animations

### Creating and Applying User Templates

Setting up the template  
Applying it to an existing presentation

### Drawing Toolbar

AutoShapes, connectors  
WordArt  
Alignment and distribution  
Group and ungroup  
Copying guides  
Measuring distances

### Advanced Charting

Pie of pie  
Combination charts  
Scatter charts  
Setting chart defaults

### Word Tables

Inserting/editing word tables

### Integrating PowerPoint with Office

Importing slides from PowerPoint presentations  
Linking PowerPoint slides into Word  
Linking Excel objects and spreadsheet data into PowerPoint

### Power Building Slide Shows

Linking to multiple presentations  
Creating action buttons  
Inserting movies and sounds  
Customising animations

### Slide Timings

Transitions  
View at Kiosk  
Browsed by individual  
Browsed by speaker

### Automating Routines

Record a macro  
Run a macro  
Apply a macro to a button



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