

# Advanced PowerPoint 2000

(1 day)

## Background

This course is designed to familiarise existing users of the program with the advanced features available.

## Who should attend

People who wish to prepare more advanced presentation material and Slide Shows.

## Course Outline

- ?? Advanced drawing
  - *Constraints*
- ?? ClipArt and importing pictures
- ?? Templates
  - *Creating your own Templates*
- ?? Linking information with Excel
- ?? Advanced Graphing
  - *Choosing the right graph for the data*
  - *Graphs with multiple axes*
  - *Exploding segments*
- ?? Slide Shows
  - *Transitions*
  - *Builds*
  - *Hiding slides*
  - *Controlling the Slide Show*
- ?? Inserting sound and multimedia effects
- ?? Branching
- ?? Drill down documents
- ?? The PowerPoint Viewer
- ?? Speaker notes and handouts



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