

Course Outline

Microsoft PowerPoint 2003

Course Description

Put together professional slide shows with graphic effects and custom animation for even greater impact! Learn tips & tricks for formatting text, charts, tables, and pictures. A different way to think about presentations - create effective presentations using story-driven PowerPoint techniques.

Courses can be fully customized. Intro and Intermediate/Advanced levels.

Course Topics

- Getting Started
- Story-driven Techniques
- Screen Layout
- Working with Slides
- Working with Text
- Adding Content
- Colour Schemes
- Graphics
- Slide Effects
- Master Slides
- Saving & Printing
- Keyboard Shortcuts

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