

# Microsoft PowerPoint 2000 Level 2 (With Practice Extensions)

## General Information

### General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2000 to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

### Learning Outcomes:

At the completion of this courseware participants will be able to:

- use a variety of text techniques including importing text and WordArt and adding speaker notes
- create tables, charts and organization charts
- view the slide master and modify the master font
- hyperlink to another slide show or another application
- modify charts and chart data
- insert and format Word tables
- import Word tables and Excel charts
- add and play movie clips
- create a custom template, modify the notes master and change the colour scheme
- understand the relevant health and safety issues relating to computer usage

### Target Audience:

This course is intended for people who wish to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages using PowerPoint 2000.

### Prerequisites:

This course is designed for participants with some knowledge of the software including clipart, drawing, printing, animation and running a slide show. Ideally participants will have completed INF174 Microsoft PowerPoint 2000 Level 1.

### Statistics:

11 chapters, and 107 pages.

### Approx\* Duration:

63 exercises. Anticipated duration\* of 10.5 hours  
10 Practice Extensions

### Course Files:

Course files are available for this courseware and can be downloaded free of charge from [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

### Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

### Resource Sequence:

INF174 Microsoft PowerPoint 2000 Level 1  
INF175 Microsoft PowerPoint 2000 Level 2

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

*This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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Product Code INF174

Series InFocus

ISBN 1 74007 517 1

## Table of Contents

### 1. Text Techniques

1. Slide Layouts
2. Adding Text Directly To A Slide
3. Adding Speaker Notes
4. Formatting Text
5. Applying Simple WordArt
6. Deleting A Text Placeholder
7. Importing Text From Microsoft Word

### 2. Tables And Charts

1. Create a Table
2. Formatting Tables
3. Charts
4. Create A Chart
5. Modifying Charts

### 3. Organisation Charts

1. Create An Organisation Chart
2. Editing Organisation Charts
3. Adding Subordinates
4. Changing Subordinate Style
5. Formatting Organisation Charts
6. Formatting Organisation Chart Branches

### 4. Slide Masters

1. Using Slide Masters
2. Viewing The Slide Masters
3. Modifying The Master Font
4. Modifying Bulleted Lists
5. Adding A Logo
6. Adding Slide Numbers

### 5. Hyperlinks & Interactivity

1. Creating Internal Hyperlinks
2. Hyperlink To Another Show
3. Hyperlinking To Other Applications
4. Working With Hyperlinks
5. Creating Action Buttons
6. Formatting Action Buttons

### 6. Modifying Charts

1. Modifying Charts
2. Chart Elements
3. Modifying Chart Colour
4. Modifying Chart Data
5. Deleting Data Series
6. Hiding Chart Gridlines
7. Showing Chart Legends
8. Modifying Chart Legends
9. Adding Data Labels to a Chart
10. Working With Pie Charts
11. Modifying Chart Backgrounds

### 7. Word Tables

1. Word Tables
2. Inserting A Word Table
3. Formatting A Word Table
4. Changing Column Widths In A Word Table
5. Entering Text Into A Word Tables
6. Adding Borders To A Word Table
7. Adding Shading To A Word Table

### 8. Importing

1. Importing Into PowerPoint
2. Importing And Linking Excel Charts
3. Copying And Linking Excel Tables
4. Importing Word Tables

### 9. Movie Clips

1. Adding Movie Clips
2. Adding Movie Icons
3. Playing Movies
4. Playing Movie Options
5. Animating Movies

### 10. Masters & Templates

1. Creating A Blank Master
2. Colour Schemes
3. Using A Colour Scheme
4. Modifying A Text Placeholder
5. Modifying The Handout Master
6. Modifying The Notes Master
7. Creating A Template
8. Using A Custom Template

### 11. General Computer Usage

1. Disabling The Office Assistant
2. Using Help Contents
3. Using The Help Index
4. Using The Answer Wizard
5. Setting Up An Ergonomic WorkStation
6. Rests, Breaks And Exercises
7. Performing Simple Backups

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