

*MS PowerPoint 2003-Advanced*

**Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures and ClipArt, Charts
- ✓ Work with Layouts and Color Schemes
- ✓ Working with Organization Charts
- ✓ Slide Transitions

**Course Contents:**

- Inserting Pictures and ClipArt
  - Modify the visual impact of slides by adding pictures and clip arts
- Inserting Charts
  - Creating Graphs and Charts
  - Creating Graphical Bullets
- Working with Layouts and Color Schemes
- Creating Organizational charts and Diagrams
- Slide Transitions
  - Adding Transitions and Animation
  - Set Slide Timings
  - Customizing
  - Drawings on Slides
- Custom Animations
  - Applying different Effect to Objects like Text and Clip Arts etc.
  - Managing sequence of animation
- Generating custom shows
- Using rehearse Timing
- Generating professional presentations and deployment.