



# P o w e r P o i n t 2 0 0 3 : A d v a n c e d

## Topic-Level Outline

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**Days: 1**

**Prerequisites:** *PowerPoint 2003: Basic* or equivalent experience

Unit 1: Building custom presentations

Topic A: Modifying templates

Topic B: Building custom templates

Topic C: Building custom slide masters

Topic D: Advanced slide master techniques

Unit 2: Using multimedia in presentations

Topic A: Advanced clip art and drawing techniques

Topic B: Adding movies and sound

Topic C: Using animations

Topic D: Using scanned images

Unit 3: Using organization charts and tables

Topic A: Advanced organization chart options

Topic B: Formatting and modifying tables

Unit 4: Advanced presentation techniques

Topic A: Adding special effects

Topic B: Working with slide show options

Topic C: Setting up review cycles

Unit 5: Advanced presentation delivery options

Topic A: Online meetings

Topic B: Working with shared workspaces

Topic C: Working with the Package for CD feature

Topic D: Advanced delivery techniques

Unit 6: Customizing the environment

Topic A: Customizing and creating toolbars  
Topic B: Automating your work

Unit 7: Microsoft Office integration

Topic A: Working with Excel

Topic B: Working with Word

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives