# Course outline for MS PowerPoint 2000 - Advanced

**Overview and Goals -** to be able to review a presentation confidently.

**Objectives -** to be able to modify the masters within the templates, to create speakers notes and handouts, and how to generate a presentation using Outlines.

**Who Should Attend -** existing PowerPoint  users

## Modifying the Slide Master

- Text Formatting
- Page Background
- Inserting a Logo to Appear on Every Page

## Speaker Notes, Handouts, Outlines

- Adding Speaker Notes to a Presentation
- Modifying the Speakers Notes Master
- Creating Handouts
- Expanding Slides
- Sending Notes/Handouts across to Word
- Creating a Presentation in Outline View
- Inserting Slides from a Word Outline
- Inserting Files from Another Presentation
- Page Sorter View
- Adding transitions and timings

## Reviewing a Presentation

- Adding Comments
- Find and Replace
- AutoCorrect
- Language and Spelling
- Style Checker

## Slide Shows

- Setting Up a Slide Show
- Viewing a Slide Show
- Rehearse Slide Show Timings
- Inserting Action Buttons
- Animation
- Slide Transition
- Pack and Go

## Page Set-up

- Modifying Slide Orientation
- Headers and Footers

## Indents

- Creating Indents
- Setting Tabs

## MS Office Integration

- Working with MS Word
- Working with MS Excel

If you would like to know more about any of the topics please contact

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