

# PowerPoint 2003: Advanced Topic-Level Outline

---

**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: MOS exam objectives map**

**Topic A:** Comprehensive exam objectives