



**THE
ENTERPRISE
CENTRE**

**PowerPoint 2003
Advanced
ENT1514**

1 Day

Workshop Goal

This **one day** hands-on workshop will familiarize participants with the advanced features using Microsoft PowerPoint with emphasis on: customizing PowerPoint presentations with Clipart, Organization Charts, Graphs, Tables and Objects.

Topic Outline

Creating Basic Charts
Editing and Importing Charts
Creating Custom Charts
Using Organization Charts / Diagrams
Customizing Presentations
Adding Special Effects
Setting Up the Slide Show
Expanding a Slide Show
Presenting to a Wider Audience
Exporting Outlines and Slides

Recommended Prior Learning

Completion of **PowerPoint Introduction** workshop or equivalent knowledge.