

# Intermediate Applications of PowerPoint 2003

Using Microsoft Graph.....	1
Datasheet Window.....	1
Parts of a Chart.....	6
Defining a Data Series.....	7
Chart Types.....	9
Saving the Presentation.....	9
Excluding/Including Data.....	10
Copying Data from One Slide to Another.....	11
Exercise 1.....	12
Exercise 2 (Optional).....	14
Importing Spreadsheet Data.....	15
Chart Options.....	16
Formatting Charts.....	18
Creating Pie Charts.....	22
Exercise 3.....	25
Exercise 4(Optional).....	27
Organization Charts.....	28
Adding Text and Formatting Your Org Chart.....	29
Deleting Placeholders.....	29
Adding Placeholders.....	29
Changing Placeholder Layout.....	30
Changing Placeholder Design.....	30
Changing Placeholder Colors and Shapes.....	30
Deleting an Org Chart.....	31
Tables.....	32
Adding a Table.....	32
Adding Columns and Rows.....	32
Deleting Columns and Rows.....	33
Resizing the Table.....	33
Resizing Columns and Rows.....	33
Formatting Fonts.....	33
Formatting the Table.....	34
Color Schemes.....	36
Choosing a Color Scheme.....	36
Editing a Color Scheme.....	37
Creating a New Scheme.....	37
Deleting a Scheme.....	38

Importing and Exporting Files from Word .....	39
Importing Outlines .....	39
Exporting Presentations .....	39
Exercise 5 .....	41
Linking and Embedding Using PowerPoint .....	42
Linking Between Office Programs .....	42
Embedding an Office Program .....	44
Comments .....	46
To Add a Comment to a Slide .....	46
Viewing and Editing Individual Comments .....	46
Moving Comments .....	46
Deleting Comments .....	47
Navigating through Comments .....	47
Hiding Comments .....	47
Customizing Templates .....	48
Customizing an Existing Design Template .....	48
Creating a New Template .....	49
Exercise 6 .....	50
Advanced Slide Show Techniques .....	51
Creating Custom Animations .....	51
Selecting Effects .....	53
Setting Additional Effects/Options .....	53
Playing the Custom Animation .....	53
Removing a Custom Animation .....	53
Appendix A: New Features in PowerPoint 2003 .....	54
Appendix B: Creating Voice Narrations .....	57
Appendix C: Inserting an Excel Table into a Slide .....	58
Appendix D: Keyboard Shortcuts .....	59
Appendix E: PowerPoint Chart Types .....	61
Appendix F: Solutions to Exercises .....	65