



Create Winning Sales Presentation with PowerPoint 2003

Chapter One: Working with Multimedia	
Lesson 1-1: Inserting Sounds	
Lesson 1-2: Adding Voice Narration to Your Slides	
Lesson 1-3: Inserting a Movie Clip	
Lesson 1-4: Automating the Multimedia in Your Presentation.....	
Chapter One Review.....	
Chapter Two: Working with Other Programs and the Internet	
Lesson 2-1: Inserting a Slide into a Microsoft Word Document	
Lesson 2-2: Embedding a Microsoft Excel Worksheet into a Slide.....	
Lesson 2-3: Modifying an Embedded Object.....	
Lesson 2-4: Inserting a Linked Excel Chart	
Lesson 2-5: Importing and Exporting an Outline	
Lesson 2-6: Using Hyperlinks	
Lesson 2-7: Using Action Buttons.....	
Lesson 2-8: Saving a Presentation as a Web Page.....	
Lesson 2-9: Viewing a Web-Based Presentation	
Chapter Two Review	
Chapter Three: Advanced Topics	
Lesson 3-1: Hiding, Displaying, and Moving Toolbars.....	
Lesson 3-2: Customizing PowerPoint's Toolbars	
Lesson 3-3: Sending Faxes	
Lesson 3-4: Adding Comments to a Slide	
Lesson 3-5: Customizing PowerPoint's Default Options	
Lesson 3-6: File Properties and Finding a File	
Lesson 3-7: Recording a Macro.....	
Lesson 3-8: Playing and Editing a Macro.....	
Chapter Three Review	
Chapter Four: Finishing Touches	
Lesson 4-1: (20) Tips for a Winning Sales Presentation.....	