

Microsoft PowerPoint

Creating Presentations

- Getting Started with PowerPoint
- Opening, Saving and Closing a Presentation
- Viewing a Presentation
- Creating a Presentation Based on Content
- Creating a Presentation Based on Design
- Creating a New Blank Presentation

Working with Slides

- Creating Slides and Entering Text
- Changing the Layout of a Slide
- Inserting Slides from Another Presentation
- Rearranging a Presentation
- Entering Speaker Notes

Working with Outlines

- Entering and Viewing Text
- Editing Text
- Rearranging Text and Slides
- Formatting Text in an Outline
- Importing an Outline from Word
- Sending an Outline or Notes to Word

Working with Slide Text

- Adding and Manipulating Text
- Changing Size, Alignment, and Spacing
- Finding and Replacing Text and Fonts

Correcting Text While Typing

- Checking Spelling and Presentation Styles
- Choosing the Best Word

Applying and Modifying Design Templates

- Making a Presentation Look Consistent
- Viewing and Changing a Presentation's Masters
- Formatting Text and Bullets Throughout a Presentation
- Saving a Presentation as a Design Template

Changing Presentation Colors

- Switching to a Different Color Scheme
- Creating a Color Scheme
- Adding Colors That Are Not Part of the Scheme
- Coloring and Shading a Slide Background

Creating Shapes

- Drawing and Modifying a Shape
- Changing the Way a Shape Looks
- Aligning and Connecting Shapes
- Stacking and Grouping Shapes

Adding Graphics

- Inserting a Clip Art Image
- Modifying a Clip Art Image
- Inserting a Picture
- Modifying a Picture
- Inserting and Modifying Stylized Text

Adding Tables, Charts, and Diagrams

- Inserting and Formatting a Table
- Inserting an Excel Worksheet
- Inserting and Formatting a Chart
- Inserting and Formatting an Organization Chart

Creating a Multimedia Presentation

- Animating Slides
- Adding Transition Effects
- Inserting and Playing Sounds and Movies
- Modifying Sounds and Movies

Reviewing and Sharing a Presentation

- Adding Comments to a Presentation
- Protecting a Presentation with a Password
- Sending a Presentation for Review
- Merging Versions and Handling Reviewers' Changes

Printing Presentations

- Adding a Header and Footer
- Previewing a Presentation
- Sending a Presentation to the Printer

Setting Up and Delivering Slide Shows

- Taking a Presentation on the Road
- Delivering a Slide Show
- Customizing a Slide Show
- Adding Slide Timings
- Using Microsoft Producer to Set Up an Online Broadcast

Creating Web Presentations

- Creating a Summary Slide
- Creating a Hyperlink
- Previewing and Saving a Presentation as a Web Page

Customizing PowerPoint

- Customizing PowerPoint's Toolbars
- Changing the Default Settings for Objects
- Simplifying Tasks with Macros