

PowerPoint

Getting Started with PowerPoint

- *Starting PowerPoint*
- *The PowerPoint Screen*
- *The Ribbon*
- *The Office Button*
- *SpeedKeys*
- *The Scroll Bars*
- *The Status Bar*
- *Navigating Between PowerPoint Views*
- *Zooming In and Out*
- *Exiting PowerPoint*

Getting Assistance with PowerPoint

Using the Microsoft Office Online

Working with Text Slides

- *Designing Effective Slides*
- *Creating a New Blank Presentation*
- *Entering Text in Normal View or Slide View*
- *Moving the Insertion Point; Selecting/Deleting Text*
- *Moving and Copying Text*
- *Converting Case; Importing Text*
- *Entering and Editing Text in Outline View*
- *Using the Text Tool*
- *Saving and Closing Presentations*

Working with PowerPoint Objects

- *Opening a Recently Used Presentation.*
- *Switching Between Open Presentations.*
- *Understanding Objects; Using the Office Clipboard*
- *Undoing Incorrect Edits; Redoing and Repeating Edits*
- *Reordering the Presentation in Slide Sorter View*

Formatting and Proofing Tools

- *Formatting Text*
- *Aligning Text*
- *Changing Paragraph and Line Spacing*
- *Changing Bullet Characteristics*
- *Creating Numbered Lists*
- *The Format Painter*
- *Checking Spelling*

- *Finding and Replacing*

Working with Visual Elements

- *Inserting Clip Art Objects*
- *Drawing Objects*
- *Drawing AutoShape Objects*
- *Changing the Properties of Objects*
- *Using WordArt*
- *Grouping Objects*
- *Working with Graphs and Charts*

Creating an Overall Look

- *Using Presentation Templates*
- *Using Design Templates*
- *Adding Footers*

On-screen Presentations

- *Setting Up a Slide Show*
- *Delivering a Slide Show*
- *Getting Help During a Slide Show*
- *Simple Animation Effects*
- *Creating Custom Animation Effects*

Creating Output

- *Previewing the Presentation in Black and White*
- *Printing the Presentation*
- *Creating and Printing Notes Pages*
- *Printing Handouts*