

PowerPoint Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus

Working with Presentations

- Opening an Existing Presentation
- Navigating a Presentation
- Switching between Views
- Task Panes
- Closing a presentation
- Returning to a Previous Presentation

Creating a Presentation

- Designing a Presentation
- Presentation Methods & Hardware
- Creating a New Presentation
- Adding Text Using the Outline Pane
- Saving a Presentation
- Adding Slides & Text
- Previewing a Slide Show

Clip Art

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Rotating Clip Art
- Perusing your Clips
- Pasting from the Clipboard

Drawing Objects

- Drawing Tools
- Arrows & Lines
- AutoShapes
- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object
- Layering Objects

Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

Slide Show Navigation

- Slide Sorter View
- Adding Speaker Notes
- Creating a Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink to another Application
- Presenting a Slide Show

Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages

Text Techniques

- Text Pointers
- Text Layouts
- Adding Text directly to a Slide
- Adding Speaker Notes
- Formatting Text
- Applying Simple WordArt
- Deleting a Text Placeholder

Table Charts & Diagrams

- Create a Table
- Create a Chart
- Modifying Charts
- Create an Organisation Chart
- Modifying Organisation Charts
- The Diagram Gallery
- Create a Diagram

Organisation Charts

- Creating an Organisation Chart
- Editing Organisation Charts
- Adding Subordinates
- Changing Subordinate Layout
- Formatting Organisation Charts
- Formatting Organisation Chart Branches
- Adding an Assistant

Slide Masters

- Using Master Slides
- Viewing the Slide Masters
- Modifying the Master Font
- Modifying the Bullet Colour
- Changing the Bullet Shape
- Adding a Logo
- Adding Slide Numbers

Word Tables

- Inserting a Word Table
- Formatting a Word Table
- Entering Text in a Word Table
- Changing Column Width in a Word Table
- Adding Borders to Word Tables
- Adding Shading to Word Tables

Templates & Colour Schemes

- About Templates & Colour Schemes
- Creating a Blank Presentation
- Changing the Colour Scheme
- Adding Graphics
- Customising Bullets & Text Layout
- Creating a Template
- Creating a Greyscale Colour Scheme
- Using the Customise Template

Importing into PowerPoint

- Copying & Linking Excel Tables
- Importing & Linking Excel Charts
- Importing Word Tables

Media & Action Buttons

- Inserting a Movie Clip
- Inserting Sounds
- Action Buttons
- Creating Action Buttons
- Creating AutoShape Action Buttons
- Assign Macro to Action Buttons
- Testing Actions Buttons

Set up Shows

- Applying Timing for a Kiosk
- Set up Show for a Kiosk
- Set up Show for Speaker
- Rehearsed Timings
- Package for CD

Modifying Charts

- Chart Elements
- Modifying Chart Data
- Modifying Chart Colour
- Deleting Data Series
- Modifying Chart Options
- Showing Chart Legends
- Modifying Chart Legends
- Adding Data Labels to a Chart
- Working with Pie Charts
- Modifying Chart Background