

WHAT IS POWERPOINT?

- Discuss and Demo an Existing Presentation
- Discuss what makes an Effective Presentation

WINDOW LAYOUT

- All Window Elements
- Ribbon
 - FILE tab and backstage view
 - Tabs & Groups
 - Quick Access Toolbar

VIEW MODES & VIEWING

- Normal
 - Slide Tab / Outline Tab
 - Moving Between Slides
- Slide Sorter
- Note Pages
- Slide Show

VIEWING A PRESENTATION

- Moving Between Slides
 - Keyboard
 - F5 / SHIFT + F5 / ESC
 - Black screen / white screen
 - Slide Show Toolbar
 - Arrows
 - Pointer Icon - Pen / Marker / Highlighter / Pen color
 - Slide Icon
 - Keep annotations

CREATE A PRESENTATION

- Using installed templates
- Using on-line templates
- From Scratch

CREATE A PRESENTATION

- Adding slides
- Slide Layouts
 - Title Slide
 - Title Only
 - Title and Content
 - Format bullet list
 - Promote & Demote
 - Rearrange
 - Columns
 - Two Content
 - Blank

SAVE A PRESENTATION

- Save / Save As
- Compatibility mode

AUTOSHAPES

- Add / Delete
- Format / Fill / Direction / Transparency
- Effects
- Add Text / Change Text direction
- Remove borders / fills

CLIPART / PICTURE / WORDART

- Add Clipart / Delete Clipart
- Add Picture / Import picture
- From File
- Compression
- Add WordArt / Delete WordArt

SMARTART

- Add / Delete / Size
- Different types
- Formatting
- Org Charts
 - Add / Delete shapes / Format
 - Move text into Org Chart

EDIT SLIDES

- Move / Delete Slides
- Change Number formats
- Change Bullet formats
 - Use graphic image
- Format Painter
- Minimize File Size by Embedding Only the Characters in Use

ADVANCED FORMATTING

- Themes
- Hide background Graphics
- Apply a background fill
- Adding Transitions to Slides
- Adding Automatic Timing
- Adding Sounds to Slides

SLIDE / TITLE MASTER

- Change Font and Style to all
- Change Theme
- Add graphics to all slides

PRINTING

- Printing Notes Pages
- Printing Handouts
- Printing Slides

PACKAGE FOR CD

- How To Use The Package for CD feature
- With Or Without The Viewer Option