

REVIEW LEVEL ONE

- Create a Short Presentation

TABLE SLIDE

- Create A Table Slide
- Format a Table
- Copy An Existing Table From Word

SMARTART

- Changing bullets to SmartArt

CHARTING

- Creating / Modifying / Formatting
- Linking an Existing Chart from Excel
- Embedding an Existing Chart from Excel

COPYING

- Copy Slide From One Presentation To Another

DRAWING OBJECTS

- Grouping
- Align Objects

HYPERLINK

- Insert a Hyperlink To A Web Address
- Insert a Hyperlink to an E-mail Address

CUSTOM ANIMATION

- Add / Remove Custom Animation
- Animation Order
- Animation Direction
- Animation Speed
- Effect Options
- Animate Text/Objects/Charts/SmartArt

SOUND

- Insert Sound from File
- Effect Options

VIDEO

- Insert Video
- Effect Options

MISC.

- Duplicate Slides
- Hide Slides
- Creating Custom Layouts

SLIDE MASTER

- Header & Footer
- Date & Time
 - Update Automatically
 - Fixed
- Slide Number
 - Move slide number holder
- All Slides Except Title Slide
- Page Setup
- Slide Orientation
- Handouts Master
- Notes Master

SLIDE SHOW

- Action Buttons
- Rehearse Timings
- Slide Show Options
- Custom slide show

PHOTO ALBUM

- Create
- Modify
- Classic Photo Album Template

THEMES

- Edit An Existing Theme
- Save Modified Themes
- Find more themes online

IMPORT FROM WORD

- Bring in an outline
- Format the new slides

COMMENTS

- Adding
- Deleting
- Hiding

PREPARE

- Inspect
- Compatibility checker
- Mark as Final

PREPARE

- Inspect
- Compatibility checker
- Mark as Final