

Text Techniques

- Text Pointers
- Text Layouts
- Adding Text Directly To A Slide
- Adding Speaker Notes
- Formatting Text
- Applying Simple WordArt
- Deleting A Text Placeholder

Tables Charts & Diagrams

- Create a Table
- Charts
- Create A Chart
- Modifying Charts
- Create An Organization Chart
- Modifying Organization 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
- Changing The Colour Scheme
- Adding Graphics
- Customising Bullets And Text Layout
- Creating A Template
- Creating A Greyscale Colour Scheme
- Using The Customised 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
- Duplicating Action Buttons
- Creating AutoShape Action Buttons
- Assignment – AutoShape Action Buttons
- Testing Actions Buttons

Set Up Shows

- Applying Timings For A Kiosk
- Set Up Show For 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 Backgrounds