



PowerPoint Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- Using ShortCut Menus
- Understanding Settings
- Exiting PowerPoint

Working With Presentations

- Opening An Existing Presentation
- Navigating A Presentation
- Switching Between Views
- Task Panes
- Navigating Task Panes
- Closing A Presentation
- Returning To A Previous Presentation

Creating A Presentation

- Designing A Presentation
- Presentation Methods & Hardware
- New Presentations
- Creating A New Presentation
- Adding Text Using The Outline Pane
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show

Clip Art

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Rotating Clip Art
- Perusing Your Clips
- Pasting From The Clipboard

Drawing Objects

- Drawing Tools
- Arrows And 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
- Custom Object 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

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