

PowerPoint Introduction Course Content

GETTING STARTED

Starting PowerPoint

How To Start PowerPoint
How To Create A Presentation Using A Template

Using The PowerPoint Ribbon

How To Choose A Command
How To Use The Contextual Tabs
How To Use the Dialog Box Launchers
How To Use Live Preview
How To Use the Office Button
How To Use the Quick Access Toolbar
How To Add a Command To The Quick Access Toolbar
How To Remove a Command From the Quick Access Toolbar
How To Customize the Quick Access Toolbar
How To Move the Quick Access Toolbar
How To Use the Mini-Toolbar

Getting Help And Maintenance

How To Search Help
How To Use The Help Contents
How To Get Help From Office Online
How To Get Help On A Command
How To Get Help In A Dialog Box
How To Get Office Updates From Microsoft Update Site
How To Run Microsoft Office Diagnostics
How To Repair A Corrupted Presentation Manually
How To Set The AutoRecover Options
How To Recover A PowerPoint File

Using View In PowerPoint

How To Switch To Slide Sorter View
How To Switch To Normal View
How To Display Outlines and Slide Miniatures In Normal View
How To Switch To Slide Show View
How To Switch To Notes Page View

Working With A Presentation

How To Move From Slide To Slide In Your Presentation
How To Save A Presentation
How To Save A Presentation With Different Formats
How To Close A Presentation
How To Exit PowerPoint
How To Open A Recently Used Presentation

WORKING WITH SLIDES AND PRESENTATIONS

Creating A Presentation

How To Create A New Blank Presentation Within PowerPoint
How To Enter The Slide Title And Subtitle
How To Insert A New Slide In The Slide Pane
How To Select A Layout For The New Slide
How To Change The Slide Layout To An Existing Slide
How To Enter The Slide Title and Bulleted Text
How To Enter A New Line That Does Not Have A Bullet Point

Using The Outline Pane in Normal View

How To Create A New Slide In The Outline Pane
How To Enter The Slide Title
How To Add Bulleted Text In The Outline Pane
How To Demote A Bulleted List
How To Promote A Bulleted List
How To Rearrange A Bulleted List

Organizing Slides In The Slide Sorter View

How To Rearrange The Slides
How To Duplicate A Slide
How To Delete A Slide

FORMATTING PRESENTATIONS

Formatting Text

- How To Change The Font Type
- How To Change The Font Size
- How To Apply Bold Text
- How To Apply Italic Text
- How To Apply Underlined Text
- How To Change The Text Color
- How To Copy A Format Using Format Painter
- How To Indent Text
- How To Change Character Spacing
- How To Exactly Change Character Spacing (Kerning)
- How To Change The Text Direction

Formatting Paragraph

- How To Remove Bullets or Numbering
- How To Change Line Spacing
- How To Change Text Alignment Horizontally
- How To Change Text Alignment Vertically
- How To Change The Style Of The Bullets
- How To Use Pictures As Bullets
- How To Convert Text To SmartArt Graphic
- How To Create Text Columns

Formatting Design Themes

- How To View And Apply A Design Theme
- How To Apply The Design Theme Only To Selected Slides
- How To View And Change The Color Scheme
- How To Create New Theme Colors
- How To View And Change Theme Fonts
- How To Choose Theme Effects

Formatting Background

- How To Add A Background Style
- How To Choose A Solid Color For The Background
- How To Create A Gradient Background
- How To Add A Texture Background
- How To Use A Picture As A Slide Background
- How To Delete A Background

Adding Header And Footer

- How To Add Footers To All Slides
- How To Add Footers To Only Selected Slide
- How To Remove Footers From The Title Slide
- How To Add Header And Footer On Handouts

WORKING WITH SHAPES

Utilizing The Drawing Tools

- How To Draw A Line
- How To Draw A Rectangle
- How To Draw A Square
- How To Draw An Oval
- How To Draw A Circle
- How To Insert A Text Box

Formatting Shapes

- How To Select An Object
- How To Format A Line
- How To Add Or Change A Shape Fill
- How To Delete A Shape Fill
- How To Add Or Change A Shape Effect
- How To Delete A Shape Effect
- How To Change A Shape Border
- How To Remove A Shape Border
- How To Apply A Quick Style To A Shape

Manipulating Graphical Objects

- How To Resize An Object
- How To Move An Object
- How To Delete An Object
- How To Rotate and Flip An Object
- How To Group And Ungroup Objects
- How To Arrange Objects Into Layers
- How To Align Objects

WORKING WITH WORDART, SMARTART AND PHOTO ALBUM

Inserting WordArt

- How To Insert WordArt Text
- How To Apply A WordArt Style To Text
- How To Apply A Fill To The WordArt Text
- How To Apply An Outline To WordArt Text
- How To Apply An Effect To WordArt Text

Creating Designer-quality SmartArt Graphics

- How To Add SmartArt To A Presentation
- How To Delete A Shape From A SmartArt Graphic
- How To Edit Text Using The SmartArt Text Pane
- How To Add A Shape From Within SmartArt Graphic
- How To Change Shapes In A SmartArt Graphic
- How To Change The Layout For A SmartArt Graphic
- How To Change A Quick Style For A SmartArt Graphic
- How To Change A SmartArt Graphic Colors
- How To Convert Slide Text To A SmartArt Graphic

Inserting Picture And Photo Album

- How To Create A Photo Album
- How To Apply A Theme To The Photo Album
- How To Use The Picture Style Gallery
- How To Apply A Shape To A Picture
- How To Apply Picture Effects
- How To Recolor A Picture

PowerPoint Advanced Course Content

WORKING WITH TABLES, GRAPHS AND ORGANIZATION CHARTS

Creating Tables

- How To Insert A Table
- How To Add Text To A Table
- How To Delete Rows/Columns In A Table
- How To Insert Columns In A Table
- How To Insert Rows In A Table
- How To Adjust The Column Width And Row Height In A Table
- How To Use Table Styles To Format A Table
- How To Apply A Fill To A Table
- How To Apply An Outline To A Table
- How To Apply Effects To A Table

Creating Charts

- How To Create A Chart
- How To Change The Chart Type
- How To Edit Data
- How To Apply A Predefined Chart Layout
- How To Apply A Predefined Chart Style
- How To Change Chart Title
- How To Change The Axis Title
- How To Change The Data Labels
- How To Create An Organization Chart
- How To Enter Info Into An Organization Chart
- How To Add A Shape To An Organization Chart
- How To Change The Layout To An Organization Chart
- How To Apply A SmartArt Style To An Organization Chart
- How To Change The Colors Of An Organization Chart

WORKING WITH TEMPLATES AND SLIDE MASTERS

Customizing Slide Masters

- How To Modify A Slide Master
- How To Insert A Logo
- How To Insert Date, Time And Slide Number
- How To Insert A New Slide Layout
- How To Insert A Placeholder

Creating PowerPoint Template

- How To Save A Presentation As A Template
- How To Apply Your Template

DELIVERING AND CONTROLLING A PRESENTATION

Applying Slide Transitions Effect

- How To Apply A Transition Effect
- How To Adjust The Transition Effect Speeds
- How To Add Sound To A Transition
- How To Remove A Transition Effect

Applying Animation Effect

- How To Apply An Animation Effect To Text
- How To Apply An Animation Effect To Objects
- How To Preview An Animation Effect
- How To Apply A Customized Animation Effect
- How To Text The Customized Animation Effect
- How To Apply Sound To An Animation Effect

Delivering Your Presentation

- How To Run An On-Screen Presentation
- How To Navigate Between Slides During A Presentation
- How To Draw On Slides During A Presentation
- How To Highlight Text Or Objects During A Presentation
- How To Save Annotations After The Presentation

Setting Timings And Creating Self-Running Presentations

How To Create A Self-Running Presentation
How To Set Timings For A Self-Running Presentation
How To Run A Self-Running Presentation

Creating Custom Shows Within A Presentation

How To Create A Custom Slide Show
How To Present A Custom Show
How To Edit A Custom Slide Show
How To Remove A Custom Slide Show

Packaging A Presentation

How To Package A Presentation On CD
How To Package A Presentation To A Folder
How To View A Packaged Presentation

PRINTING A PRESENTATION

Changing Page Setup Options

How To Change The Page Setup

Printing A Presentation

How To Select Print Options
How To Print Slides
How To Print Outlines
How To Print Notes Pages
How To Print Handouts

CREATING INTERACTIVE PRESENTATIONS

Inserting Hyperlinks In A Presentation

How To Insert A Hyperlink To A Location In The Current Presentation
How To Insert A Hyperlink To A Specific Slide In Another Presentation
How To Insert A Hyperlink To A File Or Web Page
How To Create A Hyperlink To An Email Address
How To Create A Hyperlink To A Slide Object
How To Add A Sound To A Hyperlink
How To Edit A Hyperlink
How To Remove A Hyperlink

Creating Action Buttons

How To Insert An Action Button On A Single Slide
How To Insert An Action Button On Every Slide

WORKING WITH MULTIMEDIA

Adding Music And Sound

How To Add Music Or Sound Effects To A Slide
How To Preview A Sound
How To Play A CD During A Presentation
How To Play A Sound Continuously For One Slide
How To Play A Sound Across Multiple Slides
How To Hide The Sound Icon
How To Add A Sound Effect To An Animation

Adding Movies And Animated GIFs

How To Add A Movie OR Animated GIFs On Slides
How To Preview A Movie
How To Play A Movie Full Screen
How To Play A Movie Across Multiple Slides

INTEGRATING POWERPOINT WITH EXTERNAL FILES

Getting Slides From Another PowerPoint File

How To Insert Slides From Another PP File
How To Insert Another Presentation Into A Slide
How To Run An Integrated Presentation In A Slide Show

Integrating Other Programs With PowerPoint 2007

How To Embed A Microsoft Excel Worksheet Into A Slide
How To Edit An Embedded Object
How To Link An Excel Worksheet
How To Insert A Microsoft Word Document

WORKING ON THE WEB

Publishing A Presentation To The Web

How To Save A Presentation As A Web Page
How To Publish A Presentation To The Web
How To Optimize A Web Presentation For A Specific Browser
How To Hide The Outline In A Web Presentation

Formatting A Web Presentation

How To Change The Text And Background Colors Of A Web Presentation
How To Set An Alternative Text Description For A Picture On A Web Page
How To Show Slide Animation During A Web Presentation