MS-PowerPoint (10 Days)

- o Getting Started
  - o Types of PPT files
  - o Back Stage View
  - o Working with Options
- o Slides Basics
  - o About slides (Placeholder, Text, Pictures & etc.)
  - o Slides Layout
  - o Copy & Paste slides
  - o Slide Outline for quick editing.
  - o Using Sections
  - o Add notes to slides
- o Applying a Theme
  - o What is Theme
  - o Theme elements
  - o Applying Themes
- o Inserting Images
  - o Insert Image from File
  - o Insert Clip art
  - o Inserting Screen shot
  - o Resizing & Moving Images
- o Applying Transactions
  - o What is Transaction
  - o Difference between Transaction & Animation
  - o Apply and remove Transaction
  - o Types of Transaction
  - o Preview & Modify Transaction
- o Presenting Slide Show
  - o Start Slide show options
  - o Advance & Reverse Slides
  - o End Show
  - o Presentation Tools & Features
  - o Jump to non-adjacent slide
  - o Access Desktop
- o Modifying List
  - o Type of List & Bullets
  - o Modifying Appearance
  - o Picture bullets
- o WordArt & Shapes
  - o Creating WordArt
  - o Working with Shapes
  - o Formatting Shapes & Text Boxes
  - o Shapes & Effects

- o Formatting Pictures/Images
  - o Inserting Images/Picture
  - o Cropping Options
  - o Image Adjustments
  - o Compressing Picture
  - o Removing background from image.
- o Arranging Objects
  - o Aligning Objects
  - o Ordering & Rotating Objects
  - o Grouping & Un-Grouping Objects
- o Animation (Text & Object)
  - o What is animation
  - o Types of animation
  - o Apply & remove animation
  - o Animation Effect options
  - o Multiple animation on single text/object
  - o Working with Animation Pane
- o Inserting Videos
  - o Inserting Video
  - o Trimming Video
  - o Fade In-Out effect
  - o Adding bookmark to video
- o Inserting Audio
  - o Inserting Audio
  - o Trimming Audio
- o Hyperlink & Action Buttons
  - o Working with Hyperlink
  - o Editing & removing Hyperlink
  - o What are Action button
  - o Working with different action buttons
- o Working with Tables
  - o Insert blank table
  - o Modifying table
  - o Add Row & Column
  - o Working with Table Styles
- o Working with Charts
  - o Inserting PPT chart
  - o Importing Chart from Excel
  - o Using Chart Tool
- o Reviewing Presentation (overview)
- o Advanced Presentation Options

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