

POWERPOINT TRAINING CONTENT

1 Introduction to Powerpoint

- What Is Powerpoint?
- Opening A Presentation
- Changing Views
- Using Grids And Guides
- Saving And Closing A Presentation
- Managing Files And Folders Chapter

2 Adding and Formatting Text

- Creating a New Presentation
- Entering Text on a Slide
- Changing Text Formats
- Using the Format Painter
- Formatting Bullets
- Aligning Text
- Working with Tabs Chapter

3 Customizing Presentations

- Using Templates
- Adding a Slide
- Changing a Slide Layout
- Adding a Picture
- Templates
- Using the Slide Master
- Adding Headers and Footers
- Adding Speaker Notes
- Arranging Slides Chapter



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Working with Shapes and Pictures

- Introduction to Drawing Tools
- Inserting Shapes
- Adding Text to Shapes
- Formatting Shapes
- Inserting and Formatting Picture Files
- Arranging Objects
- Adding an Action Button

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Adding Objects and Effects

- Adding a Table
- Adding a Chart
- Adding SmartArt
- Adding a Hyperlink
- Adding Transition Effects
- Adding Animation Effects
- Adding a Sound Clip Chapter

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Outlining Proofing, Printing , Presenting

- Working in Outline View
- Importing an Outline from Word
- Finding and Replacing Text
- Using Proofing Tools
- Using AutoCorrect
- Printing Your Presentation
- Delivering Your Presentation