

Power Point

Team Break out Exercises for each module

ADVANCED POWER POINT

Chapter 1: Basic Window Elements

- Exploring the Office Menu
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Working with Key Tips
- Using the Status Bar
- Getting Help

Chapter 2: What is PowerPoint?

- Opening a Presentation
- Changing Views
- Using Grids and Guides
- Saving and Closing a Presentation
- Managing Files and Folders

Chapter 3: Creating a New Presentation

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

Chapter 4: Using Templates

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

Chapter 5: Introduction to Drawing Tools

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

Chapter 6: Adding a Table

- Adding a Chart
- Adding Smart Art
- Adding a Hyperlink
- Adding Transition Effects
- Adding Animation Effects
- Adding a Sound Clip

Chapter 7: Working in Outline View

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

Chapter 8: Creating a Custom Show

- Rehearsing a Slide Show
- Collaborating on Presentations
- Packaging a Presentation
- Running a Slide Show
- Publishing a Presentation to the Web