

Summary

Learn how to inspire your audiences with Microsoft PowerPoint's wonderfully easy to create high tech-effects. Find out just how simple it can be to create powerful presentations that dress up your message with animation, sound, and stunning graphics.

Previous experience

MS PowerPoint and MS Office Introduction

Outline

File and Folder Management

- Basic file manipulation
- Properties
- Finding files
- Defining your default folder location
- Pack and Go

Adding Text to Slides

- Text and PowerPoint
- Adding text in slide view
- Adding a new slide to a presentation
- Outline view and text
- Adding text in shapes
- Finding and replacing text
- Selection techniques

Formatting and Proofing Text

- Formatting within PowerPoint
- Formatting fonts
- Adding text formatting effects
- Bullets
- Case formatting
- Using the Format Painter
- Paragraph alignment
- Line and paragraph space formatting
- Tab formatting
- Checking spelling

Using Master

- What are templates and Slide Master?
- Create a new template
- Adding footer, date and numbering information
- Manipulating Slide Master within presentation

The Microsoft Clip Gallery

- What is a Clip gallery?
- Using Clip gallery
- Modifying the contents of the Clip gallery

Creating Tables

- Creating slides that contain tables
- Tables and text manipulation
- Selection techniques within a table
- Manipulating cells, rows and columns within

Charts

- Creating a chart
- Chart types
- Chart titles, axes, gridlines, legend, data labels
- Formatting the data sheet

Organization Charts

- Creating organization chart
- Adding or removing chart boxes
- Moving chart boxes
- Formatting organization chart boxes

PowerPoint and Other Applications

- PowerPoint and OLE
- Pasting objects from other applications
- Editing an embedded objects
- Linking objects from other applications
- The Links command

Printing Presentations

- Printing under PowerPoint
- Setting up slides for printing
- Printing presentations

Customizing PowerPoint

- Customizing PowerPoint view options
- Customizing your PowerPoint general options
- Customizing PowerPoint edit options
- Customizing PowerPoint print options
- Customizing PowerPoint save options
- Customizing PowerPoint spelling options
- Customizing PowerPoint toolbars
- AutoCorrect