

## Creating Content

- Create new presentations from templates
- Insert and edit text-based content
- Insert tables, charts and diagrams
- Insert pictures, shapes and graphics
- Insert objects

## Formatting Content

- Format text-based content
- Format pictures, shapes and graphics
- Format slides
- Apply animation schemes
- Apply slide transitions
- Customize slide templates
- Work with masters

## Collaborating

- Track, accept and reject changes in a presentation
- Add, edit and delete comments in a presentation
- Compare and merge presentations

## Managing and Delivering Presentations

- Organize a presentation
- Set up slide shows for delivery
- Rehearse timing
- Deliver presentations
- Prepare presentations for remote delivery
- Save and publish presentations
- Print slides, outlines, handouts, and speaker notes
- Export a presentation to another Microsoft Office program