

Review Of Basic Features

- Overview of PowerPoint Screen
- Insert Slides
- Change Slide Layout
- Outline View
- Slide Sorter View
- Slide Show View
- Apply Slide Transition
- Apply Animation
- Keyboard Shortcuts

Work With Shapes & Pictures

- Insert / Modify Text In Shapes
- Use Gridlines and Guides
- Lock Drawing Mode
- Apply Alignment
- Use Arrange Tools
- Use Grouping Tools
- Use Rotate & Flip Tools
- Change Picture / Shape Size
- Specify Position On Slide
- Make Picture / Shape Transparent
- Fill Shape With A Colour / Picture / Gradient / Texture

Working With Existing Content

- Link Data / Chart From Excel
- Insert Web Page Screenshot
- Insert Hyperlink To Web Page
- Insert Hyperlink To Slide
- Insert Hyperlink To File
- Insert Hyperlink To PowerPoint File
- Assign Hyperlink To An Image
- Insert Action Buttons
- Change Action Settings
- Change Orientation Of One Slide
- Insert Sound File
- Insert Video File
- Insert Flash Video File
- Embed YouTube Video

Collaborating On Presentations

- Insert / Edit / Delete Comments
- Navigate Comments
- Show / Hide Comments
- Save File Using A Password
- Send / Link Presentation To Word
- Save A Slide As A JPG File

Customize Slide Masters

- Change Position Of Footer Fields
- Apply Background Colour / Gradient
- Insert Watermark
- Modify Layout
- Insert New Slide Masters
- Delete A Slide Master
- Rename A Slide Master
- Preserve A Slide Master
- Applying Masters To Slides
- Apply Transition
- Apply Animation To Placeholders
- Customize The Handout Master
- Customize The Notes Master

Customize Animations

- Apply Custom Animation Effects
- Change Animation Direction / Speed
- Remove Animation Effects
- Modify Animation Start – With Previous
- Modify Animation Start – After Previous
- Change Order Of Effects
- Change Effect / Timing Options
- Apply Animation To Charts
- Modify Video / Sound Custom Animation Settings