

■ Create a Presentation:

- Open a presentation and get an overview of the PowerPoint environment
- Create new presentations using different methods
- Add text in both outline and slides view
- Insert, copy, rearrange and delete slides in different views
- Quickly create a summary slide

■ Format Slides:

- Import the outline from a Word document and other presentations
- Apply style options and other text editing techniques
- Customise the appearance of bulleted lists and format placeholders
- Apply and modify design templates and then save as a custom template
- Apply and customise colour schemes

■ Masters:

- Create a uniform format for slides, notes and handouts by mastering masters!
- Format and add text and objects to all slides using the Slide Master
- Apply an additional slide master and ignore master objects, on selected slides
- Add headers, footers and objects to notes and handouts, using their masters

■ Pictures, Tables & Charts:

- Create new tables using different methods and then modify the structure.
- Apply formatting techniques using the Tables and Borders toolbar
- Create and format an Organisation Chart
- Create charts by importing data from Excel
- Draw, format and add text to AutoShapes using the Drawing Toolbar
- Add special fill, transparency, 3D and shadow effects to objects
- Group, align, rotate and change objects
- Insert, recolour and modify clip art
- Insert pictures and WordArt and apply advanced formatting techniques

■ Slideshow Techniques:

- Apply basic animation schemes and custom animation effects
- Add a slideshow navigation bar consisting of action buttons with hyperlinks
- Draw "doodles" on slides during a slideshow, then save the mark-up
- Record a narration, play music and insert sound and video files
- Rehearse and modify slide timings
- Refine slideshow setup options and create custom shows

■ Notes & Handouts:

- Create speaker notes pages
- Add headers and footers to handouts and notes pages.