

Create textual and graphic presentations with ease using this powerful presentation software. Create presentations from scratch or through presentation templates that number the thousands. Learn how to add textual content by typing as well as through the importation from other sources. Use auto text to place saved chunks of text into a slide. Add special characters throughout. Add notes to each slide to use later when presenting. Create bulleted and multi-level outline lists to showcase various text. Apply various formatting and theme formatting to your text and slides. Work with the slide master to quickly format or change the formatting for the entire presentation. Understand how to manage your presentation's slides for productivity and effectiveness. Proof your presentation for spelling and grammar. Translate any or the entire presentation into any one of 50+ languages. Learn how to create and insert tables and spreadsheets into slides. Add graphics like shapes, icons, models, and WordArt and draw attention and effect. Insert pictures, screen shots, as multimedia including videos, audio, and online media. Add charts and diagrams including line, bar, pie, organizational charts, and flowchart diagrams. Bring your slides to life with slide animations and visual transitions. Develop slide notes to use in a presentation and distribute audience handouts for effective takeaways. Create versions of your presentation to be applied to varied audiences using the custom show tool. Prepare your presentation for delivery either in person or saved as a show or video. Understand how to use the presenter tools for flawless presentation delivery.

STARTUP AND TOOLS

- Overview of the PowerPoint screen.
- Understanding the General Features.
- Enhance the Program's capabilities by Adding New Features through Add-Ins.
- Navigating a Presentation and Knowing How to Access Program Features.

CREATE PRESENTATION

- Presentation from Scratch and Templates.
- Create New Presentations from Old Ones.
- Create New Presentation from a Library of Existing Presentation Files with Content.
- Working with multiple presentation windows.
- Use Notes to Guide You in the Process of Developing Overall Slide Content.

ADD AND MANAGE SLIDES

- Understand Choice of Slide Layouts When Inserting New Slides into Presentation.
- Change the Layout of Existing Slides.
- Re-arrange, Duplicate and Remove Slides.
- Learn how to rearrange slide order using the normal view and slide sorter views.
- Group slides using the slide section tool.
- Create and name sections.
- Move slides from one section to another.
- Rearrange section groups easily.
- Delete sections and/or Slides in Sections.
- Duplicate, delete and restore slides.
- Import Slides from Other Presentations.

ADDING SLIDE CONTENT

- Know the Differences Between Text Boxes and Placeholders for Displaying Text.
- Adding Text of Any Kind to the Slide.
- Selecting, replacing, and deleting text.
- Using undo, redo and repeat tools.
- Inserting symbols and special characters.
- Adding and editing slide notes.

MANAGING TEXT CONTENT

- Manage Your Slide's Text Using the Outline View Displaying Many Slide's Text.
- Collecting and pasting multiple items.
- Import text from Other Programs Including Microsoft Office, text files and the internet.
- Learn how to use the AutoCorrect tool to reduce typing to a fraction.
- Create Insertable AutoText and Quick Parts libraries of hard-to-spell words and commonly used phrases, sentences and paragraphs of text including graphics.
- Add comments to various areas of a slide for collaboration purposes or notes-to-self.

BULLETS AND MULTI-LEVEL LISTS

- Applying character and numeric bulleting.
- Spacing Between Bullet, Text, and Lines.
- Use Special Characters for Bullet Chars.
- Edit Bulleting Using Keyboard and Ruler.

SLIDE FORMATTING AND THEMES

- Copy Formatting Using Format Painter.
- Understanding and using smart tags.
- Format with ribbon and dialogue boxes.
- Apply Themes for Quick Formatting.
- Slide Background and Border Formatting.
- Add Header/Footer, Page Orientation and Overall Slide Size and Orientation.
- Find/Replace Tools to Replace Text and Replace One Formatting with Another.

THE SLIDE MASTER

- Use the Slide Master View to Change How the Theme Formats Each Slide Layout withing the Presentation.
- Use the Slide Master to Change a Theme.
- Create New Themes by Saving the Existing Updated Theme as a New Theme.

PROOFING and MANAGEMENT

- Use the Spelling and Grammar Tools.
- Use Thesaurus Tool to Find Better Words.
- Translate Text into 40-Other Languages.

SAVING AND PRINTING PRESENTATION

- Save Presentation as a Regular File, Web Page, Video, PDF Along with Optional Links and Embedded Fonts.
- Print to Paper or Transparency.
- Print Notes and Audience Handouts.

TABLES AND SPREADSHEETS

- Create Business-Related Data Tables.
- Columns and Rows: Add, Remove, Height, Width, Merge and Split.
- Change Cell Alignment, Text Direction, Bordering and Shading.
- Equalize or Distribute Column Widths and Row Heights Across a Range.
- Apply Formatting Packets or Table Styles.

SPREADSHEET WORKSHEETS LINKING

- Insert New or Existing Spreadsheet Worksheets - Embed or Link to Excel.
- File Icons to Open During a Presentation.

SHAPES, ICONS, MODELS AND WORDART

- Use WordArt to Modify the Look of Slide Titles to a Rather Artsy Look
- Shapes Tool to Insert 2-D Objects.
- Add 2-D Icons from Many Categories.
- Format Shapes and Icons with Color, Shading, Bordering and Other Effects.
- Insert and Adjust 3-D Model Objects.
- Resize, Rotate, Flip, Rearrange and Group.

PICTURES AND SCREENSHOTS

- Insert Pictures Stored on your Computer, Network Storage or Cloud Platform.
- Access Online Pictures Presented to You Via Bing and Other Internet Sources.
- Create and Insert Screenshots Using the Screenshot and Snipping Tools.
- Add Watermarks to Slide Backgrounds.

ADDING MULTIMEDIA

- Add Videos to Your Presentations, Sourced Locally and from YouTube.
- Add Audio Clips or Music to Play Across Multiple Slides During Delivery.

CHARTS AND DIAGRAMS

- Charts to Help Audience Visualize Data.
- Quickly Create Column, Area, Pie and Line Charts with a Few Clicks of the Mouse.
- Create Combination Charts That Depict Data Using a Mix of Graphic Types.
- Color, Shading, Borders, and Labeling.
- Insert and Optionally Link Charts from Other Programs Including Excel and Word.
- Create SmartArt Diagrams Including Org Charts, Flow Charts, Cycles and Lists.

SLIDE ANIMATIONS AND TRANSITIONS

- Apply Animation to Text, Graphics, Charts, Diagrams for Build and Collapse Effects.
- Add Effect Properties like Entrance and Exit, Emphasis, Fading and Marquee.
- Add Transitional Effects When Flipping from Slide to Slide During Presentations.
- Apply Subtle, Exciting and Dynamic Effects When Transitioning from Slide to Slide.

SLIDE NOTES AND AUDIENCE HANDOUTS

- Create Notes to Use as a "Teleprompter" When Delivering the Presentation.
- Print Notes for Presentation Malfunction.
- Audience Handouts for Better Retention.

AUTOMATED PRESENTATIONS

- Rehearse Slide Timings Tool to Set Display Duration for Each Slide in Presentation.
- Manually Set Timing for Each Slide.
- Record Slide Show Tool to set Narration for Each Slide in the Presentation.

CUSTOM SLIDE SHOWS

- Use the Custom Slide Show to Create Audience-Specific Slide Show Versions or Decks within a single Presentation.
- Know How to Edit and Manipulate Shows.

PRESENTATION SETUP AND DELIVERY

- Prepare for a Successful Presentation Delivery to Any System.
- Delivering Presentations via Live Presenter & Disabling Slide Transition Timings & Narration.
- Operate Presenter Tools Inking, Pen, Laser Pointer, Whiteout, Blackout & Highlighter.
- Activate Subtitling to Convert your Voice into Closed Captioning and Displayed on the Presentation Screen. VERY KUUL!
- Delivering an Automated Presentation using Narration and Transition Timings.
- Save Your Presentation as a Self-Running Show That Runs from Any Computer.
- Learn How to Package your Presentation onto a CD or DVD.