



### Section 1 - Presentation Basics

- Starting PowerPoint
- PowerPoint terms
- PowerPoint screen elements
- Start Screen
- PowerPoint Options
- Quick Access Toolbar
- Ribbon
- Creating presentations
- Saving and organizing files
- Closing files
- Open dialog box
- Opening presentations
- Aero Peek Preview
- Open recent presentations
- Views and view buttons
- Slide navigation
- Getting Help
- Exiting PowerPoint

### Section 2 - Editing a Presentation

- Text Placeholders
- Editing text
- Formatting text
- Manipulating text boxes
- Text direction
- Bulleted text
- Using the Outline Context Menu
- Change text color
- Font alignment
- Format Painter
- Applying a Theme

### Section 3 - Using Graphic Objects

- Content Placeholders
- Inserting pictures
- Sizing and moving pictures
- Duplicating pictures
- Borders and shading
- Insert a screenshot
- WordArt
- Drawing options
- Working with shapes

### Section 4 - Charts and Tables

- Create data charts
- Entering and editing data
- Changing chart elements and types
- Chart titles and data labels
- Copy a Chart from Excel
- Emphasize a data point
- Working with Smart Art
- Creating and editing tables
- Sizing tables
- Table styles

### Section 5 - Presentation Themes

- Choosing themes
- Changing theme colors and fonts
- Formatting the background
- Graphic design basics

### Section 6 - Adding Pizzazz

- Applying transitions and effects
- Navigating in slide shows
- Presenter View
- Animation
- Slide timings
- Automatic slide show
- Spell check
- Preview in Backstage View
- Printing slides and audience handouts