CHAPTER 1- GETTING ACQUAINTED WITH POWERPOINT
1.1- The PowerPoint Environment
1.2- The Title Bar
1.3- The Ribbon
1.4- The Microsoft Office Button
1.5- The Quick Access Toolbar
1.6- The Scroll Bars
1.7- The Presentation View Buttons
1.8- The Zoom Slider
1.9- The Status Bar
1.10- The Mini Toolbar
1.11- Keyboard Shortcuts

CHAPTER 2- CREATING BASIC PRESENTATIONS
2.1- Opening Presentations
2.2- Closing Presentations
2.3- Saving Presentations
2.4- Inserting New Slides
2.5- Applying Slide Layouts
2.6- The "Package for CD" Feature
2.7- Working with PowerPoint File Formats

CHAPTER 3- USING PRESENTATION VIEWS
3.1- Normal View
3.2- Slide Sorter View
3.3- Notes Page View
3.4- Slide Show View

CHAPTER 4- USING TEXT
4.1- Adding Text to Slides
4.2- Basic Object Manipulation
4.3- Font Formatting
4.4- Paragraph Formatting
4.5- Using Tabs
4.6- Setting Text Box Options
4.7- Checking Spelling

CHAPTER 5- USING CLIP ART
5.1- Inserting Clip Art and Pictures
5.2- Inserting Graphic Manipulation
5.3- Using Picture Tools
5.4- The Format Picture Dialog Box

CHAPTER 6- USING SMARTART
6.1- Inserting and Manipulating SmartArt
6.2- Formatting SmartArt

CHAPTER 7- USING SLIDE SHOW VIEW
7.1- Running a Slide Show
7.2- Using Custom Shows

CHAPTER 8- PRINTING YOUR PRESENTATION
8.1- Using Page Setup
8.2- Setting the Slide Header and Footer
8.3- Using Print Preview
8.4- Printing

CHAPTER 9- HELPING YOURSELF
9.1- Using PowerPoint Help

CHAPTER 10- APPLYING ANIMATION
10.1- Adding Slide Transition Animation
10.2- Adding Custom Animation

CHAPTER 11- DRAWING OBJECTS
11.1- Inserting Shapes
11.2- Formatting Shapes
11.3- WordArt

CHAPTER 12- INSERTING VIDEO AND SOUND
12.1- Inserting Videos
12.2- Inserting Audio
12.3- Animating Multimedia Playback
12.4- Recording a Sound

CHAPTER 13- USING THEMES
13.1- Applying Themes
13.2- Customizing Themes
13.3- Formatting the Slide Background

CHAPTER 14- USING PRESENTATION MASTERS
14.1- Using Slide Masters and Slide Layouts
14.2- Using the Notes Master
14.3- Using the Handout Master
14.4- Saving a Presentation Template

CHAPTER 15- SETTING UP THE PRESENTATION
15.1- Setting Up the Slide Show
15.2- Recording Narration
15.3- Rehearsing Timings

CHAPTER 16- APPLYING ACTIONS
16.1- Inserting Actions
16.2- Inserting Hyperlinks

CHAPTER 17- INSERTING CHARTS, TABLES, AND OBJECTS
17.1- Inserting Charts
17.2- Inserting Tables
17.3- Inserting Objects

CHAPTER 18- SETTING POWERPOINT OPTIONS
18.1- Setting PowerPoint Options

Copyright TeachUcomp, Inc.
All Rights Reserved