

PowerPoint: My Way

1 Day

Objectives

- Making Life Easy: Keyboard Shortcuts
- The Starting Point
- The PowerPoint File
- On A Slide
- On All Slides
- Using to the File

Outline

Making Life Easy: Keyboard Shortcuts

PowerPoint 2013

- General Shortcuts
- Rehearse/Record Shortcuts
- Media Shortcuts
- Ink/Laser Pointer Shortcuts
- Touch Shortcuts

PowerPoint 2010

- General Shortcut
- Media Shortcuts

PowerPoint 2007

- General Shortcuts

The Starting Point

Creating Presentations

- Using Backstage view to create presentations

- New blank presentations

Using Slides from Other Presentations

- Reusing slides
- Slide Libraries

The PowerPoint File

Templates

- Using templates
- Sections

Themes

- Using themes
- Using modified themes
- Creating themes

Slides Masters

- Working with slide masters
- Elements of a slide master
- Header and footer elements
- Graphical elements
- Changing the font and font size on a slide master
- Modifying bullets on a slide master
- Inserting slide masters
- Slide master backgrounds
- Slide master placeholders
- Applying multiple slide masters

Deleting slide masters

The handout master and notes master

On A Slide

Text

Formatting Text

- Character and paragraph formatting
- The Font group and the Mini toolbar
- Changing the font, size, and color of text

The Format Painter

Changing the bullet styles

Numbered lists

Modifying Text

- Editing efficiently
- The Find and Replace commands
- The Cut and Paste commands
- The Copy command
- The Clipboard pane

Formatting Paragraphs

- Text alignment
- Line spacing
- Indentation

Smart Diagram

Customizing SmartArt Graphics

Using SmartArt to communicate a message

Converting text to a SmartArt graphic

Converting an object to a SmartArt graphic

Converting a SmartArt graphic to text or shapes

Applying a different layout

Resizing individual shapes in a SmartArt graphic

Changing associate shapes

Diagrams

Creating and modifying SmartArt

Creating a hierarchy chart

Modifying diagrams

Charts

Creating and modifying charts

Inserting charts

Changing the chart type

Formatting charts

Tables

Using tables

Adding tables

ExecuTrain Course Outline

- Modifying tables
- Formatting tables
- Cell fill options

Pictures

- Pictures
 - Using images in a presentation
 - Working with pictures
 - The Adjust group
 - The Picture Styles, Arrange, and Size groups
 - Arranging and grouping items
- Photo Albums
 - Creating photo album presentations

Video and Audio

- Working with video and audio clips
- Video Tools
- Audio clips
- Audio Tools
- Compressing media

Embedding and Linking Content

- Embedding and linking Office files
- Linking documents
- Linking specific content

Speaker Notes

- Working with speaker notes
- Adding headers and footers to notes pages

Adding Narration

- Recording a slide show
- Using a laser pointer
- Playing narrations
- Removing timings & narration

Animations

- Working with animation
 - The Animations tab
 - The Animation group
 - The Advanced Animation group
 - The Timing group
- Working with the Animation pane
- Customizing an animation effect
- The Animation Painter

- Working with Hyperlinks
- Interactive Elements

Custom Slides Shows

- Working with the Custom Shows feature
- Editing custom slide shows

Using to the File

Running Presentations

- Previewing and running presentations in Slide Show view

- Reading view
- Hiding and unhiding slides

Printing Presentations

- Previewing slides in black and white
- Changing the page setup
- Printing presentations
- Printing individual slides
- Print output options

Creating PDF, PowerPoint Show

Creating Videos

Broadcasting a Slide Show Online

- Showing your presentation online
- Using the Broadcast Slide Show feature

On All Slides

Rearranging and Deleting Slides

- Reordering and removing slides
- Moving slides in Normal view
- Using slides Sorter view
- Deleting and duplicating slides

Transitions and Timings

- Working with transitions
- Transition effects fro individual slides
- Applying transition effects to the entire presentation
- Applying transition effects to selected slides

- Setting timings for a slide show
- Rehearsing slide show timings
- Adding narration

Custom Navigation