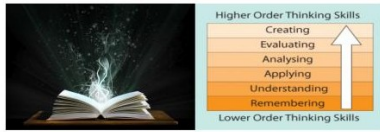




The Training Company



# The Training Company

## Powerpoint

Our courses use real-world settings and accurate simulations to help you apply your new knowledge directly to daily tasks and the knowledge you gain becomes an asset for life.

### Chapter 1. Office Workspace Basics

- Basic Window Elements
- Exploring Office Backstage
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Working with KeyTips
- Using the Status Bar
- Getting Help

### Chapter 2. Introduction to PowerPoint

- What is PowerPoint?
- Opening a Presentation
- Changing Views
- Using Grids and Guides
- Saving and Closing a Presentation
- Managing Files and Folders

### **Chapter 3. Adding and Formatting Text**

- Creating a New Presentation
- Entering Text on a Slide
- Changing Text Formats
- Using the Format Painter
- Formatting Bullets
- Aligning Text
- Working with Tabs

### **Chapter 4. Customizing Presentations**

- Using Templates
- Adding a Slide
- Changing a Slide Layout
- Adding a Picture
- Customizing Templates
- Using the Slide Master
- Adding Headers and Footers
- Adding Speaker Notes
- Arranging Slides

### **Chapter 5. Working with Shapes and Pictures**

- Introduction to Drawing Tools
- Inserting Shapes
- Adding Text to Shapes
- Formatting Shapes
- Inserting and Formatting Picture Files
- Arranging Objects
- Adding an Action Button

## **Chapter 6. Adding Objects and Effects**

- Adding a Table
- Adding a Chart
- Adding SmartArt
- Adding a Hyperlink
- Adding Transition Effects
- Adding Animation Effects
- Adding a Sound Clip

## **Chapter 7. Outlining, Proofing and Printing**

- Working in Outline View
- Importing an Outline from Word
- Finding and Replacing Text
- Using Proofing Tools
- Using AutoCorrect
- Printing Your Presentation

## **Chapter 8. Delivering Your Presentation**

- Creating a Custom Show
- Rehearsing a Slide Show
- Collaborating on Presentations
- Packaging a Presentation
- Running a Slide Show
- Broadcasting a Presentation to the Web

For registration

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