

Chapter 1: Creating Basic Charts

You will learn:

- Creating a chart.
- Entering/deleting data from the datasheet.
- Changing the chart type.

Chapter 2: Customizing Presentations

You will learn:

- Applying / customizing a color scheme.
- Applying a scheme to all slides.
- Customizing the slide background.
- Saving / deleting a custom template.
- Applying an existing template.

Chapter 3: Notes and Handout Masters

You will learn:

- Formatting the notes master.
- Adding a notes master placeholder.
- Formatting the handout master.
- Adding a handout master placeholder.

Chapter 4: Adding Special Effects

You will learn:

- Selecting preset animation effects.
- Adding custom animation options.
- Setting animation timing.
- Animating a chart.
- Inserting sounds and video.
- Changing multimedia settings.
- Inserting animated gifs.



Chapters 5: Setting Up the Slide Show

You will learn:

- Setting automatic slide timings.
- Setting up a slide show to run.
- Hiding a slide.
- Rehearsing slide transition timings.

Chapter 6: Expanding a Slide Show

You will learn:

- Creating a custom show.
- Setting up a custom slide show to run.
- Creating/using a hyperlink.
- Using an action button.
- Jumping to another presentation.
- Using the slide finder.
- Creating a summary slide - slide sorter.
- Creating an agenda slide - slide sorter.

Chapter 7: Presenting to a Wider Audience

You will learn:

- Embedding the fonts in a presentation.
- Using the Pack and Go Wizard.
- Using the PowerPoint viewer.
- Using meeting minder.
- Previewing a presentation as a web page.
- Formatting a presentation for the web.
- Scheduling an online meeting.
- Scheduling a broadcast.
- Starting a broadcast.



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Chapter 8: Customizing Toolbar

You will learn:

- Creating a custom toolbar.
- Adding/removing toolbar buttons.
- Deleting a custom toolbar.

Chapter 9: Editing and Importing Charts

You will learn:

- Formatting the chart data markers.
- Repositioning the legend.
- Formatting the 3-d view of a chart.
- Dragging to adjust a 3-d chart.
- Exploding a pie chart.
- Selecting chart options.
- Importing an Excel chart.

Chapter 10: Creating Custom Charts

You will learn:

- Displaying chart axes.
- Displaying chart gridlines.
- Formatting chart gridlines.
- Formatting chart axes.
- Formatting the scale of an axis.
- Adding a chart title.
- Changing the data series.
- Adding a drawing object to a chart.
- Adding text to a chart.
- Inserting a data table.


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Chapter 11: Creating Organization Charts

You will learn:

- Creating an organization chart.
- Adding a manager.
- Adding subordinates.
- Adding position boxes.
- Rearranging boxes.
- Changing a box style.
- Formatting boxes.
- Formatting connecting lines.
- Drawing an auxiliary line.
- Changing the background color.

Chapter 12: Using Tables

You will learn:

- Inserting a Word table.
- Entering data into table cells.
- Activating Word to edit a table.
- Using table autoformat.
- Adjusting table cells.
- Selecting/inserting rows and columns.

Chapter 13: Exporting Outlines and Slides

You will learn:

- Exporting notes and handouts to Word.
- Exporting an outline to Word.
- Saving a slide as a graphic.
- Exporting to 35mm slide.
- Exporting to color overheads or prints.

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