

Chapter 1: Using Basic Presentation Skills

You will learn:

- Creating a new presentation.
- Saving a new presentation.
- Closing/opening a presentation.
- Entering text.
- Adding a new slide.
- Renaming an existing file.
- Using design templates.
- Using content templates.
- Navigating slides.
- Switching views.
- Using the AutoContent Wizard.

Chapter 2: Enhancing Presentation Text

You will learn:

- Changing the font.
- Changing the font size.
- Changing font style and effect.
- Changing text alignment.
- Adding/removing bullets.
- Modifying paragraph spacing.

Chapter 3: Using Outline View

You will learn:

- Navigating in outline view.
- Collapsing/expanding an outline.
- Demoting/promoting text lines.
- Moving text lines.
- Adding slides in outline view.
- Deleting slides - outline view.
- Rearranging slides.
- Creating a summary slide - outline view.

Chapter 4: Creating Basic Charts

You will learn:

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

Chapter 5: Printing Presentations

You will learn:

- Selecting page setup options.
- Printing slides.
- Printing outlines.
- Printing selected slides.

Chapter 6: Formatting and Editing Text

You will learn:

- Applying design templates.
- Using the style checker.
- Formatting text.
- Formatting bullets.
- Using the Format Painter.
- Adding a tab stop.
- Copying and moving text between slides.
- Deleting slide items.

Chapter 7: Using Clipart

You will learn:

- Inserting clipart.
- Repositioning clipart.
- Cropping clipart.
- Resizing clipart.
- Using AutoClipArt.

Chapter 8: Using Slide Sorter View

You will learn:

- Switching to slide sorter view.
- Selecting multiple slides.
- Moving slides.
- Duplicating slides.
- Copying slides.
- Deleting slides - slide sorter.

Chapter 9: Using Slide Show View

You will learn:

- Running a slide show.
- Displaying the shortcut menu.
- Navigating to a slide.
- Using the pen to annotate.
- Changing the pen color.
- Adding speaker notes.
- Adding action items.
- Ending a slide show.



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