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The PowerPoint Desktop & Ribbon

- Working with PowerPoint
- Starting PowerPoint
- Using the PowerPoint Interface
- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview
- Exiting PowerPoint

Creating a Basic Presentation

- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
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- Opening an Existing Presentation
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Enhancing Presentations

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
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- Adding Speaker Notes
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Editing, Proofing & Copying Text

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text Between Slides
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Using the Undo & Redo
- Finding & Replacing Text
- Checking Spelling as You Type
- Running the Spelling Checker

Importing Text from Word & AutoCorrect

- Creating an AutoCorrect Entry
- Using the AutoCorrect Options Button
- Displaying Smart Tags in a Presentation
- Importing Text from Word

Printing Your Presentation & Handouts

- Printing Presentations
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides
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- Printing Handouts
- Creating Headers & Footers

Text Formatting Tips, Tricks & Efficiencies

- Formatting Text
- Changing an Existing Font
- Modifying the Font Size
- Changing Font Style & Effect
- Changing the Font Color
- Using the Font Dialog Box
- Using the Format Painter
- Changing Text Alignment
- Setting Tab Stops
- Modifying Paragraph Spacing

Shapes, WordArt, Color & Fill Effects

- Using the AutoFit Options Button
- Selecting a Shape Style
- Customizing a Shape Style
- Applying Effects to a Text Placeholder
- Selecting a WordArt Style
- Editing Text Outline Color
- Editing Text Fill Color
- Applying Text Effects

Formatting Bullets & Numbers

- Adding & Removing Bullets
- Adding & Removing Numbers
- Modifying Bullets & Numbers

Using Slide Sorter View to Manage Slides

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View

Running a Slide Show

- Running a Slide Show
- Navigating a Slide Show
- Creating Custom Show