



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Microsoft PowerPoint – Expert Level

Getting Started

- Opening Microsoft PowerPoint
- Parts of the PowerPoint Window
- Using Menus & Help
- Working with Different Views: Slide, Outline, Slide Sorter, Notes Page & Slide Show

Creating and Editing Presentations

- Different Methods of Creating a New Presentation
- Importing text from other programs
- Editing - Reorganizing Slides, Hiding Slides, Spell Check, Find/Replace, Undo
- Using the Spell Checker
- Using Find and Replace
- Undo
- Using the Office Clipboard

Drawing Tools, Picture, Graphs & Charts

- Labels, Text Boxes & Autoshapes
- Aligning and arranging objects
- Grouping and Ungrouping
- Bringing, Forwarding and Sending Back Objects
- Adding ClipArt/Pictures
- Adding music, sounds and videos
- Adding Graphs/Charts
- Changing the Colors of a Picture or Graph
- Adding music, sounds and videos
- Inserting an organization chart

Formatting

- Replacing Fonts throughout a presentation
- Working with Bullets
- Text Alignment and Line Spacing
- Using the Format Painter
- Creating Columns
- Inserting a Microsoft Word table or Microsoft Excel Spreadsheet
- Adding and Removing hyperlinks in a presentation

Speaker's Notes, Printing & Rehearsing

- Ways to print a presentation
- Prepare files for printing by Genigraphics or another service bureau
- About printing color slides in black and white
- Overhead Transparencies

Delivering Your Presentation

- Slide Show Setup Options and Navigating During a Slide Show
- Recording meeting minutes and action items
- Using Email to send presentations in Microsoft PowerPoint
- Using Pack and Go