

# Microsoft PowerPoint

## **Creating Presentation**

- ✓ Basics of Presentation
- ✓ Key points, for creating profession presentation
- ✓ Design a Blank Presentation
- ✓ Creating presentation using Template
- ✓ Create a Photo album
- ✓ Understanding slide Size & Orientation

## **Common Task with Graphical Elements**

- ✓ Why Graphical Elements in Presentation?
- ✓ Construct and Modify Tables
- ✓ Inserting pictures and clip art images
- ✓ Creating diagrams
- ✓ Plotting charts
- ✓ Drawing shapes
- ✓ Changing the slide background
- ✓ Formatting text placeholders

## **Working with Slides & Sections**

- ✓ Duplicate Slides
- ✓ Create Slides from outline
- ✓ Reuse Slides from an existing presentation
- ✓ Interacting with Other office apps
- ✓ Display Excel Table and Charts
- ✓ Dividing presentations into sections
- ✓ Rearranging slides and sections

## **Fine-tune visual elements**

- ✓ Editing pictures
- ✓ Customizing diagrams
- ✓ Insert and Modify Charts
- ✓ Formatting charts
- ✓ Charts Types & Purpose
- ✓ Manipulate Chart Layouts
- ✓ Arranging graphics &

### **Transitions and Animations**

- ✓ Apply Built-In and Custom Animations
- ✓ Apply Effect and Path Options
- ✓ Manipulate Animations
- ✓ Apply and Modify Transitions Between Slides
- ✓ Customizing animation effects

### **Create Custom Presentation Elements**

- ✓ Working with slide master view
- ✓ Viewing and customize slide masters.
- ✓ Creating themes, Colors and fonts
- ✓ Designing slide layouts
- ✓ Saving custom design templates
- ✓ Creating Organizational Templates
- ✓ Reuse the Templates

### **Add Sound and Movies**

- ✓ Inserting and Playing Sounds
- ✓ Insert a Recorded Sounds
- ✓ Inserting and Playing Videos
- o Inserting Videos from Web Sites

### **Delivering Presentation**

- ✓ Rehearsing presentations
- ✓ Apply Presentation Tools
- ✓ Set Up Slide Shows
- ✓ Set Presentation Timing
- ✓ Record Narration