

Module 1 – Creating a Presentation from Scratch

- The Project
- Using Slide Masters
- Date and Page Numbers
- Headers and Footers
- Choosing Bullets
- Color Schemes
- Setting Slide Backgrounds
- Inserting a Watermark

Module 2 – Objects and Animation

- Creating Charts
 - Start a New Chart
 - Modifying Chart Data
 - Changing the Chart Type
 - Formatting the Chart
- Adding SmartArt Graphics
- Inserting Sounds
- Adding Movies
- Customizing Sound and Movie Objects
- Animations and Transitions
- Automating the Presentation

Module 3 – Customizing Presentations

- Hyperlinks
- Using Action Buttons
- Hiding Slides
- Custom Shows
- Combining Slideshows
- Slide Show Options

Module 4 – Working with Other Programs

- Importing from Microsoft Word
- Importing from Microsoft Excel
- Saving Presentations in PDF Format

Appendix A – Packaging a Presentation to CD