

PowerPoint: Introduction

Introduction	
Starting out including:	Creating a presentation:
The PowerPoint window Quick keys and shortcuts PowerPoint Views PowerPoint terminology Using HELP	Creating a presentation from scratch Choosing the look for your presentation What does the slide master do? Adding content slides with options Adding a table with options Adding SmartArt to a slide with options Adding a chart with options
Enhancing the presentation:	Showing your presentation including:
Moving, copying and sizing Modifying and/or applying a different template Adding ClipArt and Pictures Changing the slide colour scheme Choosing the right slide layout Changing font styles, size and attributes Adding headers and page numbers Enhancing a slide with the drawing tools Editing the slide Master	Previewing and sorting slides Adding transitions to slides Adding animation to items on your slide Methods to preview your slide show Printing notes, handouts and outlines Saving and retrieving your presentation