

Microsoft PowerPoint Intermediate User



Revision of Basics

- insert a Title and Content slide
- change the layout of a slide
- use the Slide Sorter View
- run a slide show

Use the Outline View

- display the Outline View
- insert a bullet
- insert a new slide
- use the Increase List Level tool
- use the Decrease List Level tool

Work with Bullets

- insert a sub-bullet
- use the Decrease List Level tool
- move a bullet
- use AutoFit options

Work with Slides

- cut and paste a placeholder/slide
- copy and paste a placeholder/slide
- duplicate a slide
- view more than one presentation at the same time
- use paste options
- use the clipboard
- reuse slides from another presentation
- use the Format Painter tool to copy formatting
- insert a slide footer
- insert the date and time
- insert the slide number
- create and use sections

Work with Pictures

- crop a picture
- apply picture borders / picture effects / position settings
- fill a shape with a picture
- make a picture transparent
- use the Set Transparent Color tool
- use the Remove Background tool
- compress a picture
- select and modify several pictures
- group and ungroup pictures
- change the slide background colour
- use the Format Painter tool to copy picture formatting
- align a picture on a slide

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Work with Shapes

- apply formatting to a shape
- use the Format Painter tool to copy shape formatting
- insert a Text Box
- use the Text Direction tool
- use the Lock Drawing Mode tool
- group / ungroup shapes
- bring forward / send backward
- use the Selection Pane

Work with Video

- insert a video file
- use the Start Automatically setting
- use the Start On Click setting
- use the Play Full Screen setting
- insert a YouTube video

Work with Hyperlinks

- insert a hyperlink to a web page
- insert a hyperlink to a slide
- insert a hyperlink to a file
- use the Shapes tool to create a user-friendly button
- assign a hyperlink to a shape / picture
- apply action settings to a shape / picture

Use Content from Other Programs

- paste link data from Microsoft Excel
- paste link a chart from Microsoft Excel
- copy text from a web page
- copy a picture from a web page
- use the Print Screen Key to capture a web page
- use the Screenshot tool to capture part of a web page

Use Slide Masters

- modify the Slide Master
- insert a new Slide Master
- delete / rename a Slide Master
- apply animation
- apply transition
- modify the Handout Master
- modify the Notes Master

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Work with Slide Master Layouts

- modify a layout
- delete a layout
- rename a layout
- insert a new layout

Use Animation

- apply an entrance effect
- apply an emphasis effect
- apply an exit effect
- apply a motion path effect
- use the Start With Previous setting
- use the Start After Previous setting
- use the Duration setting
- use the Delay setting
- use the Animation Painter tool
- reorder animation effects
- remove animation effects
- use effect options to enhance bullet points after animation
- use the Trigger tool to start animation
- apply animation to a chart