

Microsoft PowerPoint Basic User



Work with Slides

- insert a Title and Content slide
- move a placeholder
- resize a placeholder
- delete a placeholder
- format text in a placeholder
- insert WordArt
- align a placeholder on a slide
- change the layout of a slide
- use the Find tool
- use the Replace tool

Use the Slide Sorter View

- display the Slide Sorter
- use the Zoom tool
- delete a slide
- move a slide
- display the Normal View

Work with Pictures

- move a picture
- resize a picture proportionally
- delete a picture
- insert a picture
- align a picture in the middle of a slide
- use guides to line up a picture
- set the height or width of a picture
- change the picture brightness / colour
- apply a picture style

Use SmartArt Graphics

- insert a SmartArt graphic
- change the layout / colour / style
- add a shape
- reorder shapes
- align a SmartArt graphic on a slide
- use a bulleted list to create a SmartArt graphic

Use Content Placeholder Tools

- use the Insert Table tool
- use the Insert Chart tool
- use the Insert SmartArt Graphic tool
- use the Insert Picture tool
- use the Stock Images tool

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Use Slide Transition

- apply slide transition to all slides
- change transition duration
- apply advance slide timings
- set slide show to loop continuously

Use Animation

- animate a bulleted list
- animate a picture
- use the Effect Options tool

Prepare for Delivery

- rehearse timings
- setup a custom slide show
- insert presenter notes within a slide
- hide a slide
- insert / edit / remove / review comments
- check spelling and grammar
- save a file as a PowerPoint Show
- save a presentation as a pdf
- print specific slides
- print handouts
- print notes pages
- print an outline

Deliver a Presentation

- start a slide show
- navigate between slides during a presentation
- view a specific slide during a presentation
- stop a slide show