

### **1. Using PowerPoint Interface**

- Using the Interface
- Using the Backstage View
- Customize the Quick Access Toolbar
- Use Ribbons and Tabs
- Use Contextual tabs
- Use Live Preview
- Shortcut keys

### **2. Working with presentation**

- Creating a new presentation with Design
- Applying beautiful themes and adjust slide size
- Selecting a right slide Layout
- Creating a Custom layout
- Working with Outline
- Formatting Bullets and Numbering

### **3. Types of Views**

- Outline
- Slide sorter
- Notes page
- Slide Master

### **4. Animation and Transition**

- Add a Transition
- Modify and Format Transition
- Add an Animation effect
- Types of Animation
- Modify and Format Animation

### **5. Working with Charts and Tables**

- Insert, Delete and Modify charts
- Inserting linked charts
- Working with datasheet
- Add Animation to charts
- Insert, Delete and Modify Tables
- Add Animation to Tables data



## **6. Setting up slide show and features**

Setting automatic slides timing

Create Sections

Hide a slide

Rehearsing a slide

Adding hyperlink

Use of Action buttons

Insert objects

Creating custom shows

Formatting Text and Bullets

Slide show full screen features

## **7. Working with graphics**

Insert SmartArt

Insert shapes and buttons

Size, alignment and arrangements of shapes

Header and Footer

Inserting Audio

Inserting Video

Trim and fade effects of audio and video

## **8. Other Important features**

Photo Album

Importing Outlines

Working with Ruler

Working with bullets

Color wheel theory and concept

## **9. Some of new and unique features**