

## POWERPOINT LEVEL 1

### Getting Started with PowerPoint

- Starting PowerPoint
- The PowerPoint Opening Screen
- The Title Bar
- SpeedKeys
- The Scroll Bars
- The Status Bar
- Navigating Between PowerPoint Views
- Zooming In and Out
- Exiting PowerPoint

### Working with Text Slides

- Designing Effective Slides
- Creating a New Blank Presentation
- Entering Text in Normal View or Slide View
- Moving the Insertion Point
- Selecting Text
- Deleting Text
- Adding New Slides to a Presentation
- Overview of Different Slide Types
- Moving around a Presentation
- Saving and Closing Presentations
- Moving and Copying Text
- Converting Case
- Using the Text Tool
- Entering and Editing Text in Outline View

### Working with Presentations

- Opening an Existing Presentation
- Opening a Recently Used Presentation
- Switching Between Open Presentations
- Using the Office Clipboard
- Undoing Incorrect Edits
- Redoing and Repeating Edits
- Reordering the Presentation in Slide Sorter View
- Incorporating Slides from other Presentations
- Notes Pages

### Formatting and Proofing Tools

- Formatting Text
- Aligning Text
- Changing Paragraph and Line Spacing
- Changing Bullet Characteristics
- Creating Numbered Lists
- The Format Painter
- Checking Spelling
- AutoCorrect
- Finding and Replacing

### Working with Visual Elements

- Inserting Clip Art Objects
- Understanding Objects
- Drawing Objects
- Drawing AutoShape Objects
- Using Constraint Keys
- Changing the Properties of Objects
- Using WordArt
- Grouping Objects

### Creating an Overall Look

- Using Presentation Templates
- Using Design Templates
- Adding Footers

### On-screen Presentations

- Setting Up a Slide Show
- Delivering a Slide Show
- Getting Help During a Slide Show
- Annotating Slides
- Transitions and Timings
- Simple Animation Effects
- Automatic shows

### Creating Output

- Previewing the Presentation in Black and White
- Printing the Presentation
- Printing Handouts
- Printing Notes Pages

### Getting Assistance

- Using the Office Online Help