



## Contents

### Working with Presentations

- Open a presentation application.
- Close a presentation application.
- Create a new presentation.
- Save a presentation on a drive.
- Save a presentation under another name.
- Save a presentation as another file: Rich Text Format, template, show, image file format, version number.
- Switch between open presentations.

### Enhancing Productivity

- Set user preferences in the application: user name, default folder to open and save files.
- Use available Help functions.
- Use magnification/zoom tools.
- Display, hide built-in toolbars.
- Restore, minimize the ribbon.

### Presentation Views

- Understand the uses of:
  - Normal view.
  - Slide sorter view
  - Outline view
  - Slide show view.
- Good practice in adding slide titles.
- Change between presentation views modes: normal view, slide sorter view, slide show view.

### Slides

- Choose a different built-in slide layout for a slide.
- Apply an available design template to a presentation.
- Change background colour.
- Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.
- Copy, move slides within the presentation.
- Copy, move slides between open presentations.
- Delete slide(s).

### Master Slide

- Insert a picture.
- Insert an image.
- Insert a drawn object.
- Remove a graphical object from a master slide.
- Enter text into footer of specific slides, all slides in a presentation.
- Apply automatic slide numbering.
- Apply automatically updated date.

### Handling Text

- Enter text into a placeholder in Standard view.
- Enter text into a placeholder in Outline view.
- Edit text in a presentation.
- Copy, move text within, between Presentations.
- Delete text.
- Use the undo, redo command.

### Formatting

- Change text font sizes.
- Change font types.
- Apply text formatting: bold, italic, Underline, shadow.
- Apply different colours to text.
- Apply case changes to text.
- Align text: left, centre, right in a Text frame.

### Lists

- Indent bulleted text.
- Remove indent from bulleted text.
- Adjust line spacing before and after bulleted, numbered lists.
- Switch between the different standard bullets, number styles in a list.

### Tables

- Enter, edit text in a table slide.
- Select rows, columns, entire table.
- Insert, delete rows and columns.
- Modify column width, row height.

### Using Charts

- Input data to create built-in charts in a presentation:
  - Column Chart.
  - Bar Chart.
  - Line Chart.
  - Pie Chart.
- Select a chart.
- Change the chart type.
- Add, remove, and edit a chart title.
- Add data labels to a chart:
  - Values.
  - Numbers.
  - Percentages.
- Change the background colour of a chart.
- Change the column, bar, line, pie slice colours in a chart.

### Organization Charts

- Create an organization chart with a labelled hierarchy by using a built-in organization chart feature.
- Change the hierarchical structure of an organization chart.
- Add, remove co-workers, Subordinates in an organization Chart.

### Insert, Manipulate

- Insert a graphical object (picture, image, drawn object) into a slide.
- Select a graphical object.
- Copy, move graphical objects, charts within the presentation, between open presentations.
- Resize, delete graphical objects, charts in a presentation.
- Rotate, flip a graphical object.
- Align a graphical object relative to a slide: left, centre, right, top, bottom.





#### Drawing

Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.

Enter text into a text box, block arrow, rectangle, square, oval, and circle. Change drawn object background colour, line colour, line weight, line style.

Change arrow start style, arrow finish style.

Apply a shadow to a drawn object. Group, ungroup drawn objects in a slide.

Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.

#### Preparation

Add, remove transition effects between slides.

Add, remove pre-set animation effects for different slide elements.

Add presenter notes to slides.

Select appropriate output format for slide presentation like: overhead, handout, on-screen show.

Hide, show slides.

#### Check and Deliver

Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.

Change slide setup, slide orientation to portrait, landscape.

Change paper size.

Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.

Start a slide show from first slide, from current slide.

Navigate to next slide, previous slide, and specified slide during a slide show

