

Microsoft PowerPoint - Level 2

Detailed Content

Themes

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

Slide Masters

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Templates

- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

Tables

- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

Charts

- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing the Layout of Chart Elements
- Applying a Chart Style
- Understanding the Chart Format Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

Images

- Understanding Clip Art and Pictures
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Inserting Clip Art
- Modifying Graphics
- Rotating and Flipping Clip Art
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

Enhancing Images

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing an Image Background
- Applying Colour Corrections
- Recolouring an Image
- Applying a Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping an Image

Media and Action Buttons

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Setting Up the Show

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device