



FOR MORE INFORMATION CONTACT

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POWERPOINT – INTRODUCTION <i>Work Efficiently – up to 35% Faster!</i>	POWERPOINT – ADVANCED
WORKING WITH SLIDES	WORKING WITH OBJECTS
<input type="checkbox"/> Add a Design Template	<input type="checkbox"/> Use the Drawing Toolbar
<input type="checkbox"/> Add/Edit/Delete Text	<input type="checkbox"/> Create Charts
<input type="checkbox"/> Add/Delete Slides	<input type="checkbox"/> Import Data into a Datasheet
<input type="checkbox"/> Duplicate a Slide	<input type="checkbox"/> Create Tables
<input type="checkbox"/> Use the correct Layout for each slide	<input type="checkbox"/> Create an Organization Chart
WORKING IN DIFFERENT VIEWS	EDITING GRAPHICS
<input type="checkbox"/> Normal View	<input type="checkbox"/> Align Objects Relative to the Slide
▪ Outline Tab <i>(Create bulleted slides)</i>	<input type="checkbox"/> Crop Pictures
▪ Slides Tab	<input type="checkbox"/> Adjust Brightness and Contrast
<input type="checkbox"/> Slide Sorter View	<input type="checkbox"/> Change Clip Art Colors
<input type="checkbox"/> Slide Show	
MASTER VIEW	ADVANCED POWERPOINT TOOLS
<input type="checkbox"/> Create a consistent look to your presentation <i>(ie. Font, Size, Colour)</i>	<input type="checkbox"/> Create a New Design Template
<input type="checkbox"/> Changes here affect the entire presentation <i>(no need to fix 1 slide at a time)</i>	<input type="checkbox"/> Add Hyperlinks
	<input type="checkbox"/> Save as a PowerPoint Show
	<input type="checkbox"/> Create a Summary or Agenda Slide
	<input type="checkbox"/> "Borrow" a slide from another presentation without copy/paste
TASK PANE	
<input type="checkbox"/> Add Clipart	
<input type="checkbox"/> Add Custom Animation	