

REVIEW LEVEL ONE

- Create A Short Presentation
- View Grids / Guides

IMPORTING

- Import An Excel Spreadsheet
- Link to An Excel Spreadsheet

TABLE SLIDE

- Create A Table Slide
- Copy An Existing Table From Word

CUSTOM ANIMATION

- Add Custom Animation
- Animation Order
- Animation Speed
- Effect Options
- Animate Text
- Animate Objects
- Animate Charts

DESIGN TEMPLATES

- Edit An Existing Design
- Remove Objects
- Add Objects
- Create Your Own Design
- Create Your Own Color Scheme
- Add Clip Art Or Drawing Objects
- Incorporate This Design In The Listing With The Other PowerPoint Designs
- Find more design template online

FOOTER / HEADER

- Add A Footer
- Add A Header
- Date/Time
- Page Number
- Slide Number
- Review Other Options

WEB ADDRESS

- Add A Slide With A Link To A Web Address
- Insert/Hyperlink Option

PACKAGE FOR CD

- How To Use The Package for CD feature
- With Or Without The Viewer Option

COPYING

- Copy Slide From One Presentation To Another

OPTIONS

- Slide Show Options

DRAWING OBJECTS

- Grouping

SOUND

- Insert as an icon on the slide
 - Loop during presentation
 - Run from CD

SLIDE SHOW

- Rehearse Timings
- Action Buttons

INSERT

- Comments
- Photo Album