



Creating a presentation

- Delete slides
- Create a specified type of slide
- Create a presentation from a template and/or a Wizard
- Navigate among different views (slide, outline, sorter, tri-pane)
- Create a new presentation from existing slides
- Copy a slide from one presentation into another
- Insert headers and footers
- Create a Blank presentation
- Create a presentation using the AutoContent Wizard
- Send a presentation via e-mail

Modifying a presentation

- Change the order of slides using Slide Sorter view
- Find and replace text
- Change the layout for one or more slides
- Modify the Slide Master
- Modify slide sequence in the outline pane
- Apply a design template

Working with text

- Check spelling
- Change and replace text fonts (individual slide and entire presentation)
- Enter text in tri-pane view
- Import Text from Word
- Change the text alignment
- Create a text box for entering text
- Use the Wrap text in TextBox feature
- Use the Office Clipboard
- Use the Format Painter
- Promote and Demote text in slide & outline panes



Working with visual elements

- Add a picture from the ClipArt Gallery
- Add and group shapes using WordArt or the Drawing Toolbar
- Apply formatting
- Add text to a graphic object using a text box
- Scale and size an object including ClipArt
- Create tables within PowerPoint
- Rotate and fill an object

Customizing a presentation

- Add AutoNumber bullets
- Add speaker notes
- Add graphical bullets
- Add slide transitions
- Animate text and objects

Creating output

- Preview presentation in black and white
- Print slides in a variety of formats
- Print audience handouts
- Print speaker notes in a specified format

Delivering a presentation

- Start a slide show on any slide
- Use on screen navigation tools
- Print a slide as an overhead transparency
- Use the pen during a presentation

Managing files

- Save changes to a presentation
- Save as a new presentation
- Publish a presentation to the Web
- Use Office Assistant
- Insert hyperlink