

Creating a Presentation

- Delete slides
- Create a specified type of slide
- Create a presentation from a template or a wizard
- Navigate among different views (slide, outline, sorter, and 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 Microsoft 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 and outline panes

Visual Elements

- Add a picture from the Clip Art 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 clip art
- 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 the Microsoft Office Assistant
- Insert hyperlink