

PowerPoint محتويات

Chapter 1: Office Workspace Basics

- Basic Window Elements
- Exploring Microsoft Office Backstage
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Working with KeyTips
- Using the Status Bar
- Getting Help

Chapter 2: Introduction to PowerPoint

- What is PowerPoint ?
- Opening a Presentation
- Changing Views
- Using Grids and Guides
- Saving and Closing a Presentation
- Managing Files and Folders

Chapter 3: Adding and Formatting Text

- Creating a New Presentation
- Entering Text on a Slide
- Changing Text Formats
- Using the Format Painter
- Formatting Bullets

- Aligning Text
- Working with Tabs

Chapter 4: Customizing Presentations

- Using Templates
- Adding a Slide
- Changing a Slide Layout
- Adding a Picture
- Customizing Templates
- Using the Slide Master
- Adding Headers and Footers
- Adding Speaker Notes
- Arranging Slides

Chapter 5: Working with Shapes and Pictures

- Introduction to Drawing Tools
- Inserting Shapes
- Adding Text to Shapes
- Formatting Shapes
- Inserting and Formatting Picture Files
- Arranging Objects
- Adding an Action Button

Chapter 6: Adding Objects and Effects

- Adding a Table
- Adding a Chart
- Adding SmartArt
- Adding a Hyperlink
- Adding Transition Effects
- Adding Animation Effects
- Adding a Sound Clip

Chapter 7: Outlining Proofing and Printing

- Working in Outline View
- Importing an Outline from Word
- Finding and Replacing Text
- Using Proofing Tools
- Using AutoCorrect
- Printing Your Presentation

Chapter 8: Delivering Your Presentation

- Creating a Custom Show
- Rehearsing a Slide Show
- Collaborating on Presentations
- Packaging a Presentation
- Running a Slide Show
- Broadcasting a Presentation to the Web