



1). CREATING A PHOTO ALBUM

ADDING ALBUM CONTENT

Creating a New Photo Album
Inserting Pictures from a File or Disk
Inserting Pictures from a Scanner or Camera
Inserting a Text Box
Inserting Captions
Changing all Pictures to Black and White

CHOOSING AN ALBUM LAYOUT

Adding a Picture Layout
Choosing a Frame Shape
Adding a Design Template
Applying Changes to a Photo Album

FORMATTING THE ALBUM

Adding Text and Editing Captions
Making Changes with the Format Photo Album Dialog Box
Changing Picture Order
Rotating Pictures
Adjusting Picture Contrast
Adjusting Picture Brightness

2). USING DIAGRAMS AND ORGANIZATION CHARTS

ADDING ORGANIZATION CHARTS AND DIAGRAMS

Inserting an Organization Chart
Using Diagram Types
Inserting a Cycle Diagram
Inserting a Radial Diagram
Inserting a Pyramid Diagram
Inserting a Venn Diagram
Inserting a Target Diagram

WORKING WITH ORGANIZATION CHARTS

Inserting Organization Chart Shapes
Deleting Organization Chart Shapes
Selecting Related Organization Chart Shapes
Changing the Organization Chart Layout
Resizing an Organization Chart
Adding a Preset Design Scheme to an Organization Chart

WORKING WITH DIAGRAMS

Adding Diagram Shapes
Deleting Diagram Shapes
Moving Shapes within a Diagram
Reversing a Diagram
Resizing a Diagram
Adding a Preset Design Scheme to a Diagram
Switching Between Diagram Types

FORMATTING ORGANIZATION CHARTS AND DIAGRAMS

Entering Text in an Organization Chart or Diagram
Formatting an Organization Chart or Diagram
Formatting Organization Chart or Diagram AutoShapes
Deleting an Organization Chart or Diagram

3). USING TABLES AND CHARTS

ADDING TABLES

Inserting a Table
Drawing a Table
Embedding a Microsoft Word Table

WORKING WITH COLUMNS AND ROWS

Inserting Columns and Rows
Deleting Columns and Rows
Splitting Cells
Merging Cells
Erasing Lines
Distributing Columns and Rows
Aligning Text in Cells

FORMATTING TABLES

Changing Border Style
Changing Border Width
Changing Border Color
Showing or Hiding Borders and Lines
Deleting a Table

ADDING CHARTS

Inserting a Chart
Embedding and Linking an Excel Chart

ENTERING DATA

Activating a Chart



Entering Data in the Datasheet
Importing Data

CHANGING THE CHART TYPE

Applying a New Chart Type
Applying a New Chart Type to a Data Series
Changing the Default Chart Type
Creating your own Chart Type

CUSTOMIZING CHARTS

Modifying Chart Items
Adding Titles to a Chart
Showing or Hiding Chart Axes
Displaying Chart Gridlines
Adding a Legend to a Chart
Adding Data Labels to a Chart
Adding Data Labels to a Data Series or Data Point
Displaying a Data Table in a Chart
Adding a Trendline
Deleting a Chart

4). EMBEDDING AND LINKING OBJECTS

WORKING WITH LINKED OBJECTS

Using Linked Objects
Linking Objects from Part of a File
Linking Objects from an Entire File
Changing how Objects are Displayed
Updating Links Automatically or Manually
Opening the Source File
Editing the Source File
Changing the Source File Location
Breaking a Link

WORKING WITH EMBEDDED OBJECTS

Using Embedded Objects
Creating a New Embedded Object
Embedding an Object from Part of a File
Embedding an Object from an Entire File
Editing an Embedded Object
Embedding Fonts

WORKING WITH HYPERLINKS

Using Hyperlinks
Linking to another Slide or Custom Presentation
Linking to an Existing File or Web Page
Linking to a New File
Linking to an E-mail Address
Linking from an Action Button

Changing a Hyperlink
Removing a Hyperlink

5). USING MACROS

CREATING MACROS

Using Macros
Displaying the Visual Basic Toolbar
Recording a Macro
Writing a Macro Using Visual Basic

MANAGING MACROS

Running a Macro
Running a Macro from Visual Basic
Editing a Macro using Visual Basic
Deleting a Macro

SETTING MACRO SECURITY

Using Macro Security
Setting a Macro Security Level
Signing a File with a Digital Signature
Applying Trusted Sources

6). APPLYING CUSTOM ANIMATION

ADDING EFFECTS

Using Custom Animation
Displaying the Custom Animation Task Pane
Adding Entrance Effects
Adding Emphasis Effects
Adding Exit Effects
Adding Motion Paths
Drawing Custom Motion Paths
Adding Object Effects

EDITING ANIMATION EFFECTS

Formatting a Motion Path
Changing an Animation Effect
Removing an Animation Effect
Changing the Animation Sequence
Previewing Animations

APPLYING ANIMATION ENHANCEMENTS

Using Associated Effects and Enhancements
Using Animation Triggers
Starting Animations with a Mouse Click
Starting Animations with the Previous Animation
Starting Animations after the Previous



Animation
Changing the Speed of Animations
Using Advanced Timing Options
Showing and Hiding the Advanced Timeline
Using Advanced Effect Options

ADDING SLIDE TRANSITIONS

Using Slide Transitions
Displaying the Slide Transition Pane
Applying Slide Transitions
Modifying Slide Transitions
Setting Slide Timings
Setting Slide Timings while Rehearsing

7). USING MOVIES, SOUNDS, AND VOICE NARRATIONS

ADDING MOVIES

Inserting Movies or Animated GIFs from the Clip Organizer
Inserting Movies or Animated GIFs from a File
Looping a Movie
Rewinding a Movie
Deleting a Movie

ADDING SOUNDS

Inserting Sounds from the Clip Organizer
Inserting Sounds from a File
Recording a Sound
Looping a Sound
Playing a CD
Using Advanced Sound Options
Deleting a Sound

ADDING VOICE NARRATIONS

Checking Voice Narration Settings
Linking or Embedding a Voice Narration
Recording a Voice Narration
Deleting a Narration

8). COLLABORATING AND CONSOLIDATING

SHARING A PRESENTATION

Sending a Presentation for Review
Sending a Presentation for Comments
Routing a Presentation

REVIEWING A PRESENTATION

Reviewing a Presentation sent for Review
Reviewing a Presentation on a Routing Slip
Inserting Comments
Editing Comments
Deleting Comments
Scrolling through Comments

MANAGING A REVIEWED PRESENTATION

Merging Presentations
Displaying or Hiding Reviewer Changes
Using the Revisions Pane
Displaying or Hiding the Revisions Pane
Selecting Reviewer Changes to Display
Applying and Unapplying Changes
Ending a Review

COLLABORATING ONLINE

Using Online Meetings
Scheduling an Online Meeting
Starting an Unscheduled Online Meeting
Adding or Deleting Online Meeting Participants
Allowing Online Participants to Edit the Shared Document
Using Chat
Using the Whiteboard
Sending a File to Online Participants
Ending an Online Meeting
Participating in Web Discussions

9). MORE ON PRESENTING PRESENTATIONS

CREATING CUSTOM SHOWS

Using Custom Shows
Creating a Custom Show
Editing a Custom Show
Copying a Custom Show
Deleting a Custom Show
Presenting a Custom Show
Linking to a Custom Show

CUSTOMIZING THE SHOW SET UP

Using Set Up Show Options
Setting the Show Type
Setting Show Options
Using a Custom Show
Advancing Slides Options
Using Multiple Monitors

USE THE PACK AND GO WIZARD

Using the Pack and Go Wizard



- Starting the Pack and Go Wizard
- Picking Files to Pack
- Choosing a Destination
- Embedding Links and Fonts
- Installing a PowerPoint Viewer
- Unpacking the Presentation

BROADCASTING A PRESENTATION

- Using Presentation Broadcasts
- Recording and Saving a Broadcast
- Scheduling a Live Broadcast
- Starting a Live Broadcast
- Applying Broadcast Settings

CONFIGURING AUTOCORRECT OPTIONS

- Opening the AutoCorrect Options Dialog Box
- Customizing AutoCorrect Options
- Customizing AutoFormat Options

CUSTOMIZING TOOLBARS

- Using Toolbars
- Creating a Custom Toolbar
- Adding or Removing Commands from a Toolbar
- Customizing Toolbar Options
- Resetting a Toolbar
- Renaming a Toolbar
- Deleting a Toolbar

10). CUSTOMIZING POWERPOINT XP

CONFIGURING POWERPOINT XP OPTIONS

- Opening the Options Dialog Box
- Customizing View Options
- Customizing General Options
- Customizing Edit Options
- Customizing Print Options
- Customizing Save Options
- Customizing Security Options
- Customizing Spelling and Style Options