

Module 1 – Creating a Slide Show

- The Project
- Starting a Blank Presentation
- Adding Slides
- Using WordArt
- WordArt Options
- Saving WordArt as a Graphic
- Using the ClipArt Gallery
- Adding Images to the Gallery

Module 2 – Objects and Animation

- Creating Charts
 - Start a New Chart
 - Modifying Chart Data
 - Changing the Chart Type
 - Formatting the Chart
- Adding SmartArt Graphics
- Inserting Sounds
- Adding Movies
- Customizing Sound and Movie Objects
- Animations and Transitions
- Automating the Presentation

Module 3 – Customizing Presentations

- Hyperlinks
- Using Action Buttons
- Hiding Slides
- Custom Shows
- Combining Slideshows
- Slide Show Options

Module 4 – Working with Other Programs

- Importing from Microsoft Word
- Importing from Microsoft Excel
- Saving Presentations as Web Pages

Appendix A – Packaging a Presentation to CD