

Level 2 PowerPoint

Working in PowerPoint

View presentations in different ways

This section covers items like:

- Changing the view using the ribbon and the status bar
- Adjusting the zoom of a presentation
- Moving between slides in a presentation

View multiple presentation windows

This section covers items like:

- Opening and arrange multiple presentations
- Opening multiple windows on the same presentation

Configure PowerPoint options

This section covers items like:

- Setting proofing, save and other options

Creating a presentation

Use templates and themes

This section covers items like:

- Creating a presentation based on a template
- Creating a presentation based on a theme
- Changing the theme of a presentation
- Saving a presentation as a template

Use slide masters

This section covers items like:

- Using masters to apply consistent formatting throughout a presentation

Create a presentation from an outline

This section covers items like:

- Using masters to apply consistent formatting throughout a presentation

Manage slides

This section covers items like:

- Adding new slides
- Duplicating slides
- Rearranging slides
- Deleting slides

Reuse slides from other presentations

This section covers items like:

- Importing slides from a different presentation

Formatting slides

Change the layout of a slide

This section covers items like:

- The different layouts available for slides
- How to change the layout of a slide
- The relationship between layouts and themes

Add a background to a slide

This section covers items like:

- Adding a solid or gradient fill as a background
- Using a background pattern or picture

Set up slide footers

This section covers items like:

- Adding a footer to a slide
- Including preset and custom information in a footer

Change the size and orientation of slides

This section covers items like:

- Setting a slide size and orientation to suit your presentation media

Working with text

Enter and format text

This section covers items like:

- Adding text to a placeholder

- Changing the alignment, line spacing, indentation and text direction in a placeholder

Use text effects

This section covers items like:

- Changing the colour and outlines of text

- Adding effects like shadows, glows and reflections to text

Use lists

This section covers items like:

- Adding content to a slide in bulleted and numbered lists

- Changing the style of bullets and lists

- Using an image as a bullet

- Spanning lists across columns

Use text boxes

This section covers items like:

- Inserting a text box

- Configuring the AutoFit, alignment, margin and column settings of a text box

Format text boxes

This section covers items like:

- Formatting text boxes using Quick Styles

- Changing the colour, outline and effects of a text box

- Changing the shape of a text box

- Setting default formatting for new text boxes

Working with graphics and multimedia

Insert and manipulate images

This section covers items like:

- Adding a picture to a slide
- Cropping and resize a picture
- Adding a border to a picture
- Applying colour adjustments and image corrections
- Compressing pictures

Insert and manipulate shapes

This section covers items like:

- Adding a shape to a slide
- Editing a shapes size and orientation
- Applying styles and effects to a shape
- Changing a shape

Arrange objects

This section covers items like:

- Selecting objects
- Aligning objects
- Changing the order of objects
- Grouping objects
- Displaying the Selection and Visibility pane

Use SmartArt

This section covers items like:

- Adding SmartArt to a slide
- Adding information to SmartArt
- Changing the layout and style of SmartArt
- Converting text to SmartArt

Insert audio and video content

This section covers items like:

- Adding audio and video to a presentation
- Formatting audio and video
- Adjusting playback options

Working with tables and charts

Insert a table

This section covers items like:

- Inserting a table

- Adding, remove and merge table rows, columns and cells

Format a table

This section covers items like:

- Aligning content in a table

- Distributing rows and columns

- Changing the style and appearance of a table

Insert a chart

This section covers items like:

- Selecting a chart type

- Entering chart data

- Editing data after a chart has been created

- Switching rows and columns

Format a chart

This section covers items like:

- Changing the layout of a chart

- Arranging and edit chart elements

- Applying styles to a chart

- Adding a border to a chart

Using animations and transitions

Add animation to a slide

This section covers items like:

- Animating objects using preset effects

- Changing the order of animations

Customise animations

This section covers items like:

- Changing an animation effect

- Changing the direction and speed of animations

- Changing how animations are triggered

- Adding multiple animation effects to an object

Use Animation Painter

This section covers items like:

Copying animation settings from one object to another using Animation Painter

Use motion paths

This section covers items like:

Understanding and use motion paths

Apply transitions

This section covers items like:

Adding a transition to your presentation

Changing the length of a transition

Setting up manual or timed transitions

Collaborating on presentations

Use comments on a presentation

This section covers items like:

Adding comments to a presentation

Reviewing, edit and delete comments

Showing comment markup

Proof a presentation

This section covers items like:

Using spelling and thesaurus features

Compare and combine presentations

This section covers items like:

Comparing two versions of the same presentation and spot differences easily

Protect a presentation

This section covers items like:

Marking a presentation as final

Encrypting a presentation with a password

Preparing presentations

Add notes to slides

This section covers items like:

- Adding notes to a presentation
- Viewing the Notes Master to see how notes will look when printed

Save a presentation

This section covers items like:

- Saving a whole presentation
- Saving a presentation as a slideshow
- Saving a slide or object as a picture file

Create handouts

This section covers items like:

- Editing the Handout Master
- Creating custom handouts in Microsoft Word

Print a presentation

This section covers items like:

- Printing a whole presentation or selected slides
- Printing notes, handouts or a presentation outline
- Viewing a print preview
- Adjusting print settings

Delivering presentations

Run a slide show

This section covers items like:

- Running a slide show
- Setting up a slide show
- Saving custom slide shows

Use presentation tools

This section covers items like:

- Jumping to a particular slide
- Displaying a blank screen
- Adding and erase pen and highlighter annotations

Use timings and narration

This section covers items like:

Rehearsing and use timings for a presentation

Adjusting timings

Recording a narrative

Use multiple displays

This section covers items like:

Configuring PowerPoint to use multiple displays

Using Presenter View

Record and broadcast presentations

This section covers items like:

Turning a presentation into a video

Broadcasting a presentation online