



PowerPoint Core Proficiencies

Creating a Presentation

- Create presentations (manually and using automated tools)
- Add slides and deleting slides from presentations
- Modify headers and footers in the Slide Master
- Using help
- Save presentation

Inserting and Modifying Text

- Import text from Word
- Insert, format, and modify text
- Speech to text
- Use outline view
- Insert speaker notes

Inserting and Modifying Visual Elements

- Add tables, charts, clip art, and images to slides
- Customize slide backgrounds
- Add clipart elements to slides
- Apply custom formats to tables

Modifying Presentation Formats

- Apply formats to presentations
- Apply animation schemes
- Apply slide transitions
- Customize slide formats
- Customize slide templates
- Manage a Slide Master
- Rehearse timing
- Rearrange slides
- Modify slide layout
- Add hyperlinks to a presentation
- Add narration

Printing Presentations

- Preview and print slides, outlines, handouts, and speaker notes
- Save as html for printing to web



Working with Data from Other Sources

- Import Excel charts into slides
- Add a diagram
- Add sound, narration, and video to slides
- Insert Word tables on slides
- Export a presentation as an outline to Word
- Moving slides between presentations
- Hiding slides

Managing and Delivering Presentations

- Set up slide shows
- Deliver presentations
- Manage files and folders for presentations
- Work with embedded fonts
- Using pen mark up
- Publish presentations to the Web

Workgroup Collaboration

- Set up a review cycle
- Review presentation comments
- Schedule and deliver presentation broadcasts