

Power Point

- AutoContent Wizard
- Design Template Wizard
- Starting with a blank presentation
- Opening an existing presentation
- Adding a page layout
- Changing a page layout
- Adding a design template
- Changing the color scheme
- Inserting, moving and deleting slides
- Adding notes to slides
- Adding text
- Adding graphics like photos and clipart
- Working with graphic objects – resizing, moving
- Adding charts
- Adding animation
- Adding sound
- Custom animation – creating entries and exits for each element of slide
- Changing from mouse click to automatic
- Slide transition – movement between slides
- Viewing and timing slide show
- Other _____