



MICROSOFT POWERPOINT

Training Manual



Microsoft Powerpoint Training Manual

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Microsoft Powerpoint Training Manual:

Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp, 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard
shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding
animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2
The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll
Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13
What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating
New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide
Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline
View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic
Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7
Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3
Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects
Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2
Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1
Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using
PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2
Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and
Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using
Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide
Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the
Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording
Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and
Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options
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your audience and improve learning can be affected by how well you use them But mastery of PowerPoint evades many
Feedback on presentations can range from What was the point to That changed my life Most though fall closer to the former
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Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups *Microsoft PowerPoint Training Guide* Darlene Williams,2000 *Microsoft PowerPoint 97* Beskeen,1997-08-01 **Crystal Reports Training Manual Classroom in a Book** TeachUcomp ,2013-10-27 Complete classroom training manuals for Crystal Reports Two manuals Introductory and Advanced in one book 226 pages and 118 individual topics Includes practice exercises and keyboard shortcuts You will learn all about how to establish data connections create complex and detailed reports advanced charting techniques and much more Topics Covered The Crystal Reports Environment 1 Starting Crystal Reports 2 The Menu Bar 3 Using Toolbars 4 The Design View Creating Data Connections 1 Creating a New Blank Report 2 The Database Expert 3 Access Excel DAO 4 ADO NET XML 5 Database Files 6 Java Beans Connectivity 7 JDBC JNDI 8 ODBC RDO 9 OLAP 10 OLE DB ADO 11 Salesforce com 12 SAP BW MDX Query 13 SAP Info Sets 14 SAP Operational Data Source 15 SAP Table Cluster or Function 16 Universes 17 XML and Web Services 18 Repository 19 More Data Sources 20 Selecting Report Data and Tables 21 The Data Explorer Creating Basic Reports 1 Adding Data Fields to a Report 2 Browsing Field Data 3 Selecting Moving and Resizing Fields 4 Using the Size and Align Commands 5 Creating Text Objects 6 Saving a Report 7 Previewing a Report 8 Refreshing the Report Data Linking Tables in a Report 1 Basic Table Structures and Terms 2 Linking Multiple Tables 3 Table Joins 4 Enforcing Table Joins and Changing Link Types Basic Formatting Techniques 1 Formatting Report Objects 2 The Common Tab of the Format Editor 3 The Number Tab of the Format Editor 4 The Font Tab of the Format Editor 5 The Border Tab of the Format Editor 6 The Date and Time Tab of the Format Editor 7 The Paragraph Tab of the Format Editor 8 The Picture Tab of the Format Editor 9 The Boolean Tab of the Format Editor 10 The Hyperlink Tab of the Format Editor 11 The Subreport Tab of the Format Editor 12 Drawing Lines 13 Drawing Boxes 14 Format Painter 15 Formatting Part of a Text Object 16 The Template Expert 17 Inserting Pictures Record Selection 1 The Select Expert 2 Setting Multiple Filters 3 Editing the Selection Formula Sorting and Grouping Records 1 The Record Sort Expert 2 The Group Expert 3 Managing Groups 4 Summarizing Groups 5 Hierarchical Groupings 6 The Group Sort Expert Printing Reports 1 Inserting Special Fields 2 Page Setup 3 Printing Reports Using Formulas 1 Crystal Reports Formula Syntax 2 The Formula Workshop Formula Editor Window 3 Creating Formula Fields 4 Crystal Syntax 5 Basic Syntax 6 Finding Function and Operator Assistance Advanced Formatting 1 The Highlighting Expert 2 The Section Expert 3 Conditionally Formatting a Section 4 Conditionally Formatting a Field 5 Manipulating Multiple

Sections Summary Reports 1 Summarizing Report Data 2 Using the DrillDownGroupLevel Feature Charting 1 The Chart Expert 2 Editing Charts 3 Setting General Chart Options 4 Formatting Selected Chart Items 5 Formatting a Data Series 6 Formatting Chart Gridlines 7 Setting Chart Axes Options 8 Adding Chart Trendlines 9 Modifying a 3D Chart View 10 Using Chart Templates 11 Auto Arranging Charts Advanced Reporting Tools 1 Using Running Totals 2 Creating Parameter Fields 3 Parameterized Record Selection 4 Creating Subreports 5 Report Alerts 6 Report Alert Functions Advanced Formula Creation 1 Evaluation Time Functions 2 Declaring Variables 3 Using and Displaying Variables 4 Using Array Values 5 Using If Then Else Statements 6 Using the Select Case Statement 7 Using For Loops 8 Using Do While Loops 9 The IIF Function Advanced Reporting 1 Creating a Report Template 2 Exporting Report Results 3 Exporting as HTML 4 Setting Default Options 5 Setting Report Options Using Report Wizards 1 Using the Report Wizards 2 Report Wizard Types 3 Creating a Cross Tab Report Advanced Database Concepts 1 Viewing the SQL Code 2 Using Table Aliases 3 Verifying the Database 4 Setting the Datasource Location 5 Mapping Fields

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with pictures and charts and customize a presentation with slide masters Each unit concludes with a Concept and Skills Review World Wide Web work and Independent Challenges providing individuals with hands on practice of every skill they learned in the unit

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Microsoft PowerPoint 2000 Pamela W. Adams,Elizabeth Carpenter (Technical Editor),Jenell L. Davis (Production Editor),2000 *Microsoft PowerPoint Introduction and Certification Study Guide* Daniel John Stine,2022-04 Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam *Microsoft PowerPoint Introduction and Certification Study Guide* is an indispensable resource for PowerPoint users at every level of expertise Starting with the essentials and building to more complicated steps each chapter breaks one of five essential PowerPoint skill sets into manageable pieces These are the exact skills measured by the exam but the logical skill progression benefits all PowerPoint users and prepares you to create effective and compelling presentations Concise steps and descriptions make the information easy to follow and remember Clearly labeled screenshots and images clarify important PowerPoint features without being overwhelming Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whether you are looking to develop your PowerPoint skills

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Table of Contents Microsoft Powerpoint Training Manual

1. Understanding the eBook Microsoft Powerpoint Training Manual
 - The Rise of Digital Reading Microsoft Powerpoint Training Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Training Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint Training Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Training Manual
 - Personalized Recommendations
 - Microsoft Powerpoint Training Manual User Reviews and Ratings
 - Microsoft Powerpoint Training Manual and Bestseller Lists
5. Accessing Microsoft Powerpoint Training Manual Free and Paid eBooks
 - Microsoft Powerpoint Training Manual Public Domain eBooks
 - Microsoft Powerpoint Training Manual eBook Subscription Services
 - Microsoft Powerpoint Training Manual Budget-Friendly Options
6. Navigating Microsoft Powerpoint Training Manual eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Powerpoint Training Manual Compatibility with Devices
- Microsoft Powerpoint Training Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Training Manual
 - Highlighting and Note-Taking Microsoft Powerpoint Training Manual
 - Interactive Elements Microsoft Powerpoint Training Manual
- 8. Staying Engaged with Microsoft Powerpoint Training Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint Training Manual
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint Training Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint Training Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint Training Manual
 - Setting Reading Goals Microsoft Powerpoint Training Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint Training Manual
 - Fact-Checking eBook Content of Microsoft Powerpoint Training Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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