



MS PowerPoint I: Introduction to PowerPoint 2010/2013

Sub-Topic 1	Create a Slide Presentation
Description	Keeping text simple, bullets items improve readability
Sub-Topic 2	Organize your presentation
Description	Understand Slide Layout options, effective text arrangement, using various views to review the presentation
Sub-Topic 3	Slide Text alignment
Description	Line spacing and demote and promote bulleted lists
Sub-Topic 4	Effective slide design theme
Description	Applying and changing design themes and backgrounds
Sub-Topic 5	Understanding Slide Transitions
Description	Applying and changing Slide Transitions
Sub-Topic 6	Understanding Slide Animation
Description	Applying, Entrance, Emphasis, Exit and Motion Path Animations
Sub-Topic 7	Enhancing Slides with Graphics and Borders
Description	Inserting Pictures, ClipArt, SmartArt, Drawings, Shapes
Sub-Topic 8	Improving the Flow of Information During the Slide Show
Description	Changing Slide Animation Order of text and objects
Sub-Topic 9	Creating Presentation Handouts
Description	Including handouts of a PowerPoint presentation can provide an excellent form of reference for an audience during and after viewing.