Learn how to create and insert tables and spreadsheets into slides. Add graphics like shapes, icons, models, and WordArt and draw attention and effect. Insert pictures, screen shots, as multimedia including videos, audio, and online media. Add charts and diagrams including line, bar, pie, organizational charts, and flowchart diagrams. Bring your slides to life with slide animations and visual transitions. Develop slide notes to use in a presentation and distribute audience handouts for effective takeaways. Create versions of your presentation to be applied to varied audiences using the custom show tool. Prepare your presentation for delivery either in person or saved as a show or video. Understand how to use the presenter tools for flawless presentation delivery.

## TABLES AND SPREADSHEETS

- Create Business-Related Data Tables.
- Columns and Rows: Add, Remove, Height, Width, Merge and Split.
- Change Cell Alignment, Text Direction, Bordering and Shading.
- Equalize or Distribute Column Widths and Row Heights Across a Range.
- Apply Formatting Packets or Table Styles.

## SPREADSHEET WORKSHEETS LINKING

- Insert New or Existing Spreadsheet Worksheets - Embed or Link to Excel.
- File Icons to Open During a Presentation.

## SHAPES, ICONS, MODELS AND WORDART

- Use WordArt to Modify the Look of Slide Titles to a Rather Artsy Look
- Shapes Tool to Insert 2-D Objects.
- Add 2-D Icons from Many Categories.
- Format Shapes and Icons with Color, Shading, Bordering and Other Effects.
- Insert and Adjust 3-D Model Objects.
- Resize, Rotate, Flip, Rearrange and Group.

## PICTURES AND SCREENSHOTS

- Insert Pictures Stored on your Computer, Network Storage or Cloud Platform.
- Access Online Pictures Presented to You Via Bing and Other Internet Sources.
- Create and Insert Screenshots Using the Screenshot and Snipping Tools.
- Add Watermarks to Slide Backgrounds.

## ADDING MULTIMEDIA

- Add Videos to Your Presentations, Sourced Locally and from YouTube.
- Add Audio Clips or Music to Play Across Multiple Slides During Delivery.

## CHARTS AND DIAGRAMS

- Charts to Help Audience Visualize Data.
- Quickly Create Column, Area, Pie and Line Charts with a Few Clicks of the Mouse.
- Create Combination Charts That Depict Data Using a Mix of Graphic Types.
- Color, Shading, Borders, and Labeling.
- Insert and Optionally Link Charts from Other Programs Including Excel and Word.
- Create SmartArt Diagrams Including Org Charts, Flow Charts, Cycles and Lists.

## SLIDE ANIMATIONS AND TRANSITIONS

- Apply Animation to Text, Graphics, Charts, Diagrams for Build and Collapse Effects.
- Add Effect Properties like Entrance and Exit, Emphasis, Fading and Marquee.
- Add Transitional Effects When Flipping from Slide to Slide During Presentations.
- Apply Subtle, Exciting and Dynamic Effects When Transitioning from Slide to Slide.

## SLIDE NOTES AND AUDIENCE HANDOUTS

- Create Notes to Use as a "Teleprompter" When Delivering the Presentation.
- Print Notes for Presentation Malfunction.
- Audience Handouts for Better Retention.

## AUTOMATED PRESENTATIONS

- Rehearse Slide Timings Tool to Set Display Duration for Each Slide in Presentation.
- Manually Set Timing for Each Slide.
- Record Slide Show Tool to set Narration for Each Slide in the Presentation.

## CUSTOM SLIDE SHOWS

- Use the Custom Slide Show to Create Audience-Specific Slide Show Versions or Decks within a single Presentation.
- Know How to Edit and Manipulate Shows.

## PRESENTATION SETUP AND DELIVERY

- Prepare for a Successful Presentation Delivery on Any System.
- Delivering Presentations via Live Presenter & Disabling Slide Transition Timings & Narration.
- Operate Presenter Tools Inking, Pen, Laser Pointer, Whiteout, Blackout & Highlighter.
- Activate Subtitling to Convert your Voice into Closed Captioning and Displayed on the Presentation Screen. VERY KUUL!
- Delivering an Automated Presentation using Narration and Transition Timings.
- Save Your Presentation as a Self-Running Show That Runs from Any Computer.
- Learn How to Package your Presentation onto a CD or DVD.