

# MICROSOFT POWERPOINT

## Evening Course – Content A



### **MS Office Environment and Print Options**

- Customising the Quick Access Toolbar
- Views available
- Print Options
  - Print the various views
  - Export Slides to Word

### **Slides**

- Adding New Slides
- Editing Slides
- Changing Layout
- Custom Slide Layouts

### **Inserting Images, Photos, Videos and Audio Files**

### **Themes**

### **Headers and Footers**

### **Prepare Slide Show**

- Animate Presentation Using Build Slides & Transition
- Effects
- The Difference Between Pre-set & Custom Animation
- Use Timings

