



## Powerpoint Modules

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### Slides

Presentations are made of slides. We'll look at ways to add new slides and at the different built-in slide types.

- Adding slides
- Slide layout

### Formatting

Change the look and feel of presentations by changing the text font and colour, text flow and adding backgrounds.

- Text formatting
- Paragraph formatting
- Background

### Graphics

Add pictures and control how they appear and interact with text and other objects

- Adding graphics
- Formatting graphics
- Editing Graphics

### Themes

Themes are collections of colours and other formats. Using themes users can easily and quickly change the look and feel of presentations.

- Changing Themes
- Creating Themes

### Templates

Templates are similar to Themes but also include graphics and texts. There are many templates available online for multiple usage.

- Using Templates
- Creating Templates

### Inserting Objects

Present your data in clearer ways using tables, charts and SmartArt.

- Tables



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- Charts
- SmartArt
- Arranging Objects

### Master View

The Master Views lets you standardize your slides and presentations to enable your organization to have a consistent look and feel.

- Slide Master
- Handout Master
- Notes Master

### Animations

Animations are used to present bullet points and graphics during slideshows.

- Animations Types and Options
- Modifying animations

### Transitions

We will see how the user can apply different Transitions between slides during a slideshow and also see how to create an automatic slideshow.

- Adding transitions
- Adding timings

### Slide Show

Once all the slides are ready and animations and transitions are applied the last step is to organize the slides and rehearse the presentation.

- Rehearsing and Recording
- Organize slides
- Custom Shows
- Presenter view

### Narrations

Narration can be added to a slideshow, this is mostly used for online presentation files.

- Add Narration
- Control Playback



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### Collaboration

Work as a team on a single presentation or get feedback from peers.

- Add and modify Comments
- Compare presentations
- Accept or Reject changes

### Action Buttons

Action Buttons can be added to slides; this is a way to make interactive online presentations.

- Types of Actions Buttons
- Using Action Buttons