**PowerPoint Course Outline**

**Chapter 1: Office Workspace Basics**  
• Basic Window Elements   
• Exploring Microsoft Office Backstage   
• Working with the Ribbon   
• Customizing the Quick Access Toolbar   
• Working with KeyTips   
• Using the Status Bar   
• Getting Help   
  
**Chapter 2: Introduction to PowerPoint**   
• What is PowerPoint?   
• Opening a Presentation   
• Changing Views   
• Using Grids and Guides   
• Saving and Closing a Presentation   
• Managing Files and Folders   
  
**Chapter 3: Adding and Formatting Text**   
• Creating a New Presentation   
• Entering Text on a Slide   
• Changing Text Formats   
• Using the Format Painter   
• Formatting Bullets   
• Aligning Text   
• Working with Tabs   
  
**Chapter 4: Customizing Presentations**   
• Using Templates   
• Adding a Slide   
• Changing a Slide Layout   
• Adding a Picture   
• Customizing Templates   
• Using the Slide Master   
• Adding Headers and Footers   
• Adding Speaker Notes   
• Arranging Slides   
  
**Chapter 5: Working with Shapes and Pictures**   
• Introduction to Drawing Tools   
• Inserting Shapes   
• Adding Text to Shapes   
• Formatting Shapes   
• Inserting and Formatting Picture Files   
• Arranging Objects   
• Adding an Action Button   
  
**Chapter 6: Adding Objects and Effects**   
• Adding a Table   
• Adding a Chart   
• Adding SmartArt   
• Adding a Hyperlink   
• Adding Transition Effects   
• Adding Animation Effects   
• Adding a Sound Clip   
  
**Chapter 7: Outlining Proofing and Printing**   
• Working in Outline View   
• Importing an Outline from Word   
• Finding and Replacing Text   
• Using Proofing Tools   
• Using AutoCorrect   
• Printing Your Presentation   
  
**Chapter 8: Delivering Your Presentation**   
• Creating a Custom Show   
• Rehearsing a Slide Show   
• Collaborating on Presentations   
• Packaging a Presentation   
• Running a Slide Show   
• Broadcasting a Presentation to the Web