

## Pick and mix topics for PowerPoint 2000

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

- Opening PowerPoint
- Screen Geography
- Choosing Page Layouts
- Understanding and Using Templates
- Using Click Here Prompts
- Creating New Pages
- Using Bulleted Lists
- Using Undo/Redo
- Cut, Copy and Paste
- Creating Duplicates
- Moving Around in your Presentation
- Selection Methods
- Saving a Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Slide Miniature View
- Black and White View
- Printing
  
- Text Attributes
- Text Colour
- Changing the Bullet Type
- Line Spacing
- Changing Case
- Replace Fonts
- Copying Formats
- Changing Slide Layouts
- Changing the Backgrounds
- Changing Colour Schemes
- Using the Zoom
- Adding and modifying ClipArt
- Adding Autosshapes
- Fitting text into Autosshapes
- Adding WordArt
- Using the web for more ClipArt
  
- Customising a template and placeholders
- Adding a graphic to a slide background
- Embedding a word table into a slide
- Linking an Excel chart
- Inserting sounds and movies
- Inserting animated graphics
- Creating hyperlinks to other slides
- Creating hyperlinks to the web
- Generating notes during a meeting
- Inserting a comment
- Using the Drawing toolbar
- Spell checker
- Meeting minder
  
- Embedding fonts
- Publishing to the web
- Adding a chart to a slide
- Changing one chart type to another
- Creating an organisation chart
- Modifying an organisation chart
- Creating a table
- Formatting a table
- Formatting the borders of tables
- Formatting the text alignment
  
- Text Formatting
- Page Background
- Inserting a Logo to Appear on Every Page
  
- Adding Speaker Notes to a Presentation
- Modifying the Speakers Notes Master
- Creating Handouts
- Expanding Slides
- Sending Notes/Handouts across to Word
- Creating a Presentation in Outline View
- Inserting Slides from a Word Outline
- Inserting Files from Another Presentation
- Page Sorter View
- Adding transitions and timings
- Adding Comments
- Find and Replace
- AutoCorrect
- Language and Spelling
- Style Checker
  
- Setting Up a Slide Show
- Viewing a Slide Show
- Rehearse Slide Show Timings
- Inserting Action Buttons
- Animation
- Slide Transition
- Pack and Go
- Modifying Slide Orientation
- Headers and Footers
- Creating Indents
- Setting Tabs
- Working with MS Word and MS Excel

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