



# MICROSOFT POWERPOINT

## Training Manual



# Microsoft Powerpoint Training Manual

**TeachUcomp**

The logo for TeachUcomp, featuring a stylized red and white circular graphic with a gradient effect, positioned to the right of the company name.

## **Microsoft Powerpoint Training Manual:**

**Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book** TeachUcomp ,2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options      **Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27** Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a

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**Training Manual Classroom in a Book** TeachUcomp ,2019-10-27 Complete classroom training manual for Adobe Acrobat  
 DC 315 pages and 163 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold  
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Teacher2Teacher,2002-01-01      **A Trainer's Guide to PowerPoint** Mike Parkinson,2018-10-02 Learn the Secrets Needed to Master PowerPoint for Training As a successful facilitator you know the importance of the resources in your professional toolkit How you engage your audience and improve learning can be affected by how well you use them But mastery of PowerPoint evades many Feedback on presentations can range from What was the point to That changed my life Most though fall closer to the former If you are looking for a guide to the PowerPoint practices that will push your presentations into the latter category look no further A Trainer s Guide to PowerPoint Best Practices for Master Presenters is Mike Parkinson s master class on the art of PowerPoint While Parkinson wants you to understand how amazing a tool PowerPoint is he s the first to tell you that there is no magic button to make awesome slides There are however proven processes and tools that deliver successful PowerPoint content each and every time you use them In this book he shares them detailing his award winning PowerPoint process and guiding you through three phases of presentation development discover design and deliver What s more Parkinson is a Microsoft PowerPoint MVP most valuable professional an honorific bestowed by Microsoft on those with very deep knowledge of Microsoft products and services He shares not only his tips and best practices for presentation success but also those from several of his fellow MVPs Parkinson invites you to master PowerPoint as a tool just like a paintbrush and paint and to realize that the tool doesn t make the art you do      *Crystal Reports Training Manual Classroom in a Book* TeachUcomp ,2013-10-27 Complete classroom training manuals for Crystal Reports Two manuals Introductory and Advanced in one book 226 pages and 118 individual topics Includes practice exercises and keyboard shortcuts You will learn all about how to establish data connections create complex and detailed reports advanced charting techniques and much more Topics Covered The Crystal Reports Environment 1 Starting Crystal Reports 2 The Menu Bar 3 Using Toolbars 4 The Design View Creating Data Connections 1 Creating a New Blank Report 2 The Database Expert 3 Access Excel DAO 4 ADO NET XML 5 Database Files 6 Java Beans Connectivity 7 JDBC JNDI 8 ODBC RDO 9 OLAP 10 OLE DB ADO 11 Salesforce com 12 SAP BW MDX Query 13 SAP Info Sets 14 SAP Operational Data Source 15 SAP Table Cluster or Function 16 Universes 17 XML and Web Services 18 Repository 19 More Data Sources 20 Selecting Report Data and

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**Open Learning Guide for Outlook 2003** Cia Training Ltd Staff,2004-09 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful use of Outlook After completing the guide readers should be able to create a Contact List set Appointments Reminders and Events use Outlook Today create a Task List create Notes and much more      Mastering Word Made Easy TeachUcomp, Incorporated,2007-05      **Mastering**

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**Presentation with MS Excel, OpenOffice Calc & WPS Spreadsheet (3 in 1 eBooks)** AMC College,2023-01-01 This eBook consists of 3 titles Presentation MS PowerPoint Level 1 Presentation OpenOffice Impress Presentation WPS Presentation in App Desktop      ELSA Trainers' Manual Sheila Burton,2020-09-29 This is a comprehensive staff training resource to support the emotional development and wellbeing of pupils The ELSA Trainers Manual provides a comprehensive five day training and supervision programme designed to enhance the skills of Classroom Assistants and Learning Support Assistants enabling them to work effectively to support the emotional development and wellbeing of pupils Staff who complete the programme are known as Emotional Literacy Support Assistants ELSAs The ELSA programme includes comprehensive training materials ten PowerPoint files facilitator notes and handouts policy documents a pdf file of the participants course book and downloadable resources Topics covered are emotional literacy in schools self esteem understanding and managing anger social skills training friendship skills and therapeutic stories active listening and communication skills working with puppets introduction to Autism and loss and bereavement      **The Really Useful eLearning Instruction Manual** Rob Hubbard,2013-10-10 Technology has revolutionised every aspect of our lives and how we learn is no exception The trouble is the range of elearning technologies and the options available can seem bewildering Even those who are highly experienced in one aspect of elearning will lack knowledge in some other areas Wouldn't it be great if you could access the hard won knowledge practical guidance and helpful tips of world leading experts in these fields Edited by Rob Hubbard and featuring chapters written by global elearning experts Clive Shepherd Laura Overton Jane Bozarth Lars Hyland Rob Hubbard Julie Wedgwood Jane Hart Colin Steed Clark Quinn Ben Betts and Charles Jennings this book is a practical guide to all the key topics in elearning including getting the business on board building it yourself learning management blended social informal mobile and game based learning facilitating online learning making the most of memory and more      Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you're a longtime user That's where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft's

redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box Microsoft PowerPoint 365 - Overview EZ-Ref Courseware,2019 Note This is the black white version of the Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 365 For the black and white instructor guide search for ISBN 13 9781700955159 For the color instructor guide search for ISBN 13 9781700957047 For the color student manual search for ISBN 13 9781700953469 For the black and white student manual search for ISBN 13 9781700949394 For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft PowerPoint 365 Overview 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting The Office Clipboard Customizing Objects Entering Editing d104 Creating a New Presentation Adding Headers and Footers Working with d104 Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting Online Pictures Creating WordArt Working with SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Editing Master Slides Creating Custom Backgrounds Working with Themes Using Creating Templates Sharing a Presentation **The Black Sheep** Brian Duffy,2006-10 In his family s eyes Layne Marks has always been a failure The undesirable sheep living in his more prosperous brother s shadow He still struggles to maintain a steady employment or place to live at the age of 26 Anywhere else in the world just another common person but not in Eumain Imperfection is no longer tolerated in Eumain Both a bank robber and a homeless person will suffer the same punishment in this situation they will both be labelled Rejects and taken away never to be seen again The residents have no way of knowing what will happen to them According to a persistent rumour the Rejects have been exiled to a remote long forgotten place because they are unfit to live anywhere else just like themselves There all of the criminals of all degrees must rely on one another in order to survive in this harsh and perilous environment that is home to a variety of previously unheard of monsters Layne Marks has always been warned that he was close to becoming deemed unfit to reside in Eumain and that it was only a matter of time

The Engaging World of Kindle Books: A Detailed Guide Revealing the Benefits of E-book Books: A World of Convenience and Versatility Kindle books, with their inherent portability and ease of availability, have freed readers from the limitations of hardcopy books. Gone are the days of lugging cumbersome novels or meticulously searching for particular titles in shops. Kindle devices, stylish and portable, effortlessly store an extensive library of books, allowing readers to immerse in their preferred reads anytime, anywhere. Whether traveling on a bustling train, lounging on a sunny beach, or just cozying up in bed, E-book books provide an exceptional level of convenience. A Literary Universe Unfolded: Exploring the Wide Array of Kindle Microsoft Powerpoint Training Manual Microsoft Powerpoint Training Manual The E-book Shop, a virtual treasure trove of bookish gems, boasts an wide collection of books spanning diverse genres, catering to every readers preference and choice. From gripping fiction and thought-provoking non-fiction to timeless classics and modern bestsellers, the Kindle Store offers an unparalleled abundance of titles to explore. Whether looking for escape through engrossing tales of fantasy and adventure, delving into the depths of historical narratives, or broadening ones understanding with insightful works of scientific and philosophy, the Kindle Store provides a gateway to a literary world brimming with endless possibilities. A Game-changing Factor in the Bookish Scene: The Enduring Influence of E-book Books Microsoft Powerpoint Training Manual The advent of E-book books has unquestionably reshaped the bookish landscape, introducing a paradigm shift in the way books are released, disseminated, and consumed. Traditional publishing houses have embraced the online revolution, adapting their strategies to accommodate the growing demand for e-books. This has led to a rise in the availability of Kindle titles, ensuring that readers have entry to a wide array of literary works at their fingertips. Moreover, Kindle books have equalized entry to books, breaking down geographical barriers and providing readers worldwide with equal opportunities to engage with the written word. Irrespective of their location or socioeconomic background, individuals can now immerse themselves in the intriguing world of books, fostering a global community of readers. Conclusion: Embracing the E-book Experience Microsoft Powerpoint Training Manual E-book books Microsoft Powerpoint Training Manual, with their inherent convenience, versatility, and vast array of titles, have certainly transformed the way we experience literature. They offer readers the liberty to explore the limitless realm of written expression, anytime, anywhere. As we continue to travel the ever-evolving digital landscape, Kindle books stand as testament to the lasting power of storytelling, ensuring that the joy of reading remains accessible to all.

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