Contents

OVERVIEW CHAPTER 1		CHAPTER 2	
Introducing Microsoft Office and Using		Designing and Printing the Presentation	37
Common Features	1	Working with Slides	38
Introduction to Microsoft Office	2	Copying Text and Objects	38
What Devices Will Microsoft Office Work With?	2	Working with Outlines	39
What Storage Does Microsoft Office Provide?	2	The Outline Panel	39
Which Microsoft Office Should I Use?	2	Collapsing and Expanding Slides	4
What Are the Microsoft Office Apps?	3	Deleting Slides	43
Microsoft Accounts	4	Working with Word Integration	44
Common Features in Microsoft Office Apps	4	Creating a Presentation Outline in Word	44
The Ribbon	4	Formatting Your Presentation	46
The Quick Access Toolbar	4	Formatting Text	47
Common Features on the File Tab	6	Setting Line Spacing	49
Common Features on the Home Tab	9	Setting Paragraph Alignment	50
Common Features on the Review Tab	15	Using the Slide Sorter	5
Other Common Features	16	Organizing with Sections	5
		Managing Sections	52
CHAPTER 1		Printing Your Presentation	54
Creating and Delivering a Presentation	19	The Print Shortcut	54
Getting Started with PowerPoint	20	Printing Handouts	54
Navigating the PowerPoint Window	20	Handout Masters	56
Inserting Text	20	Handout Headers and Footers	56
Using Document Themes	21	Slide Footers	5
Choosing a Theme	21	Printing Transparencies	59
Choosing Slide Sizes	23		
Creating a Basic Presentation	24	CHAPTER 3	
Adding Slides	25	Adding Graphics, Animation, and Sound	6
Bulleted Lists	25	Working with Online Pictures	62
Choosing the Slide Layout	28	Obeying Copyright Law	62
Aligning Text	28	Using Text and Object Layouts	62
Delivering the Slide Show	30	Deleting Placeholder Text	63
Delivery Tips	31	Searching for Pictures with the Online Pictures	
Navigating Through a Slide Show	31	Search Window	65
Hide and Unhide Slides	33	Moving, Sizing, and Rotating Objects	60
Presenter View	34	Ordering Objects	70
Creating a Presentation from a Template	34	Align Objects	7
Downloading and Applying a Template	34	Group Objects	73
		Formatting Graphics	73

75	Using Audio in Presentations	98
75	Audio File Types	98
78	Adding Audio to a Presentation	98
79	Inserting and Linking	99
79	Acquiring More Audio	100
83	Choosing an Audio File Format	100
83	Configuring Audio Options	101
84	Configuring Audio Styles	101
85	Linking Audio	102
86	Creating Slide Show Timings	105
90	Determining Slide Timings	105
91	Rehearsing Timings	105
92	Using Video in Presentations	107
	Using Online Videos	107
	Using Video from Your Computer	107
95	Using Screen Recordings	108
96	Video File Formats	108
	Codecs	108
	Setting Video Start and Stop Times	110
	Applying Video Effects	110
70	Adjusting the Media Window Size	110
	Setting Video Options	112
	Index	115
	75 78 79 79 83 83 84 85 86 90 91	Audio File Types Adding Audio to a Presentation Inserting and Linking Acquiring More Audio Choosing an Audio File Format Configuring Audio Options Configuring Audio Styles Linking Audio Creating Slide Show Timings Determining Slide Timings Rehearsing Timings Using Video in Presentations Using Online Videos Using Video from Your Computer Using Screen Recordings Video File Formats Codecs Setting Video Start and Stop Times Applying Video Effects Adjusting the Media Window Size Setting Video Options