

Table of Contents

LESSON 1: PREPARING A PRESENTATION	2	Using Video in Presentations	34
Preparing a Presentation	3	Searching for Videos	34
Creating Speaker Notes	3	Inserting Animated GIFs	34
Storing Your Exercise Files	3	Inserting Videos	37
Editing Your Presentation	5	Video File Formats	37
Using Spell Check Features	5	Codecs	37
Using the Spelling Command	7	Editing Videos	38
Using the Custom Dictionary and AutoCorrect	8	Video Effects	39
Using Find and Replace	9	Setting Video Options	41
Printing Handouts	11	Concepts Review	43
Using Handout Masters	11	LESSON 3: USING TABLES IN PRESENTATIONS	44
Using Handout Headers and Footers	12	Using PowerPoint Tables	45
Printing Handouts	12	Inserting Tables	45
Using Slide Footers	14	Entering Data in Tables	45
Enhancing Presentation Navigation	15	Navigating Table Cells	46
Creating Agenda and Summary Slides	15	Formatting Data in Cells	47
Using Hyperlinks in Presentations	17	Aligning and Formatting Cell Entries	47
Inserting Hyperlinks	17	Adjusting Column Widths and Row Heights	49
Creating Hyperlinks for Slide Navigation	17	Adding and Deleting Rows and Columns	50
Repairing and Removing Hyperlinks	19	Adding Nontext Data to Cells	52
Concepts Review	21	Merging and Splitting Cells	54
LESSON 2: ADDING MULTIMEDIA TO PRESENTATIONS	22	Customizing Tables	55
Understanding Multimedia	23	Applying Table Styles	55
Types of Multimedia	23	Applying Table Style Options	58
Linked Media Files	23	Aligning a Table	61
Organizing Media with Subfolders	23	Concepts Review	61
Using Audio in Presentations	26	LESSON 4: CUSTOMIZING THEMES AND SLIDE MASTERS	62
Audio Snippets	26	Customizing Document Themes	63
Audio File Types	26	Knowing What You Can Customize	63
Adding Audio to a Presentation	26	Customizing the Color Scheme	63
Configuring Audio Options	27	Changing a Slide Background	66
Playing Audio Across Multiple Slides	27	Using a Preset Background	67
Acquiring More Audio	29	Creating a Gradient Fill	68
Choosing an Audio File Format	29	Using Pictures or Textures for Backgrounds	72
Embedding Audio	31	Saving a Customized Document Theme	77
Creating Slide Show Timings	33	Using Slide Masters	79
Determining Slide Timings	33	Using Slide Masters and Layout Masters	80
Rehearsing Timings	33	Using Action Buttons	82
		Identifying Action Buttons	82
		Formatting Action Buttons	82
		Cleaning Up	85
		Concepts Review	85
		<i>Index</i>	86