

Lesson 1: Creating a Presentation

Topic 1A: Create a New Presentation Based on a DesignTemplate

Topic 1B: Add Slides to a Presentation

Topic 1C: Add Clip Art to a Slide

Topic 1D: Save a Document

Topic 1E: Edit Slide Text

Lesson 2: Drawing Objects on Slides

Topic 2A: Create AutoShapes

Topic 2B: Insert WordArt

Topic 2C: Draw Lines and Shapes on Slides

Topic 2D: Modify Drawn Objects

Lesson 3: Creating Charts and Tables

Topic 3A: Create an Organization Chart

Topic 3B: Modify an Organization Chart

Topic 3C: Insert a Table on a Slide

Topic 3D: Create a Column Chart

Topic 3E: Modify a Chart

Lesson 4: Formatting Text Slides

Topic 4A: Apply Character Formats

Topic 4B: Align Text

Topic 4C: Change Line Spacing

Topic 4D: Change Indents

Lesson 5: Preparing to Deliver a Presentation

Topic 5A: Spell Check a Presentation

Topic 5B: View the Slide Show

Topic 5C: Arrange Slides in a Presentation

Topic 5D: Add Transitions to Slides

Topic 5E: Animate Text

Topic 5F: Create Notes

Topic 5G: Print Speaker Notes and Handouts