

**Lesson 1: Creating a Custom Design Template**

- Topic 1A: Change the Background
- Topic 1B: Insert Graphics
- Topic 1C: Add a Footer
- Topic 1D: Formatting Bullets
- Topic 1E: Modify the Slide Master Text
- Topic 1F: Save a Design Template

**Lesson 2: Creating Presentations with Special Effects**

- Topic 2A: Change the Orientation of Objects
- Topic 2B: Grouping Objects
- Topic 2C: Ungrouping Objects
- Topic 2D: Layer Objects
- Topic 2E: Add a Sound Object
- Topic 2F: Animating Objects
- Topic 2G: Changing the Order of Effects

**Lesson 3: Delivering a Presentation**

- Topic 3A: Send a Presentation to Word
- Topic 3B: Add Emphasis During Your Presentation
- Topic 3C: Take Meeting Notes
- Topic 3D: Setting Up a Slide Show to Run Automatically
- Topic 3E: Recording a Narration
- Topic 3F: Take a Presentation on the Road

**Lesson 4: Creating Presentations for the Web**

- Topic 4A: Run the AutoContent Wizard
- Topic 4B: Add Hyperlinks
- Topic 4C: Add Objects from Other MS Applications
- Topic 4D: Publish to the Web

**Lesson 5: Reviewing and Broadcasting Presentations**

- Topic 5A: Create a Presentation from an Outline
- Topic 5B: Send a Presentation for Review
- Topic 5C: Review a Presentation
- Topic 5D: Applying Reviewer Changes
- Topic 5E: Set Up and Schedule an Online Broadcast