



computer training options

Microsoft PowerPoint for Mac 2011 **Level 2**

Customizing the PowerPoint Environment

Customize the PowerPoint Interface
Set Options for Working with PowerPoint

Customizing a Design Template

Set Up a Slide Master
Create Custom Slide Layouts
Add Footers
Modify the Notes Master
Modify the Handout Master

Adding SmartArt Graphics to a Presentation

Insert SmartArt Graphics
Modify SmartArt Graphics

Adding Special Effects to a Presentation

Add Multimedia Elements
Customize Slide Component Animations

Customizing a Slide Show

Set Up a Custom Slide Show
Annotate a Presentation
Create a Presenter-Independent Slide Show
Set Up a Slide Show to Repeat Automatically

Collaborating on a Presentation

Review a Presentation
Publish Presentations to a SharePoint Server
Share a Presentation Using PowerPoint Web App

Distributing a Presentation

Broadcast a Presentation
Save a Presentation as a Movie
Save a Presentation in the PDF Format

Computer Training Options

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