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# Manta Projects

## Microsoft PowerPoint Intensive (2 days)

### CREATE A NEW PRESENTATION

- Using Design Templates
- Using the AutoContent Wizard
- Using an Existing Presentation

### CHANGE SCHEME ATTRIBUTES

- Change the Scheme Colours
- The Slide Master
- The Title Master

### CHANGE SLIDE ATTRIBUTES

- Change the font
- Bulleted/numbered Lists
- Add a Footer

### ADDING SLIDES TO YOUR PRESENTATION

- Add a New Blank Slide
- Copy a Slide

### CHANGE THE SLIDE LAYOUT

- Choose a Different Layout

### ADD GRAPHICS

- Add a Picture or Diagram
- Other Graphics
- Aligning Objects

### ADD EXCEL DATA

- Insert a Table
- Insert a Chart

### APPLYING ANIMATION

- Apply a Preset Animation Scheme
- Apply Slide Transition Animation
- Apply Custom Animation to your Text

### ADDING SOUNDS

- Add Narration
- Add a Sound File

### SPELLCHECKING YOUR PRESENTATION

- Check Spelling in the Whole Presentation
- Check Spelling as you Type

### SET UP THE SLIDE SHOW

- Slideshow Timing
- The Set Up Show dialog box

### HANDOUTS & NOTES

### SLIDE NAVIGATION DURING A PRESENTATION