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**MS POWERPOINT INTERMEDIATE COURSE OUTLINE**

**THE ILLUSTRATIONS GROUP**

**INSERTING PICTURES**

INSERTING CLIP ART

RESIZING CLIP ART

**CREATING A PHOTO ALBUM**

**INSERTING SHAPES**

SELECTING SHAPES

SELECTING MULTIPLE SHAPES

FORMATTING SHAPES

**DRAWING LINES AND ARROWS**

DRAWING A CURVE

FORMATTING LINES

CHANGING SHAPES

RESIZING A SHAPE

ADJUSTING THE SHAPE

ROTATING THE SHAPE BY DRAGGING

ROTATING AND FLIPPING A SHAPE USING THE ICONS

CONNECTING SHAPES

ADDING EFFECTS TO YOUR SHAPES

ACTION BUTTON – HYPERLINKS

**GROUPING OBJECTS**

**UNGROUPING OBJECTS**

TYPING IN A SHAPE

**SMARTART**

CHANGING THE LAYOUT

CHANGING THE COLOUR AND STYLE

CUSTOMIZING THE COLOUR AND SHAPES

ADDING SHAPES

ADDING BULLET POINTS

CONVERTING TEXT INTO A SMARTART GRAPHIC

**CREATING AN ORGANIZATION CHART USING SMARTART**

**GRAPHICS**

**CREATING CHARTS**

CHANGING THE CHART TYPE

CHANGING THE CHART STYLE

CUSTOMIZING THE CHART STYLE

ADDING A TITLE

LEGEND OPTIONS

DATA LABELS

FORMATTING TEXT

**INSERTING TABLES**

INSERTING ROWS

INSERTING COLUMNS

DELETING ROWS

DELETING COLUMNS

RESIZING A TABLE

ALIGNING TEXT IN A TABLE

CHANGING THE STYLE

**WORDART**

FORMATTING WORDART

**INSERTING MOVIES**

**INSERTING SOUND**

**PLAYING A CD**

CHANGE THE WAY SOUND IS PLAYED

**SETTING UP YOUR SLIDE SHOWS**

**SLIDE SHOW VIEWS**

**THE SETUP GROUP**

SETTING UP ANNOTATIONS

USING ANNOTATIONS

HIDING A SLIDE

DISPLAYING A SLIDE DURING A PRESENTATION

UNHIDE A SLIDE

REHEARSING TIMINGS

REMOVE TIMING

RUN A CONTINUOUS SLIDE SHOW

**ANIMATING SLIDES**

ADDING SOUND, ADJUST TIMING AND TEXT ANIMATION

**ADDING TRANSITIONS TO SLIDES**