

Microsoft Powerpoint

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View

- Normal
- Slide sorter
- Slide show (F5)
- Note page (Add note)
- Task pane
- Color/Gray Scale

View

- Note pane
- Slide/Outline
- Show/Hide Grid

New Slide

- New Slide (Ctrl + M)
- Duplicate Slide
- Background
- Slide Design (Template)
- Slide Layout
- AutoContent Wizard

Modify Slide

- Move
- Copy
- Insert Slide
 - From files
 - From outlines
- Slide Master
- Header and Footer

Text box

- Text Anchor Point
- Word wrap text in AutoShape
- Resize AutoShape to fit text
- Rotate text within AutoShape by 90°
- Color and Line
- Lock Aspect Ratio
- Modify text
- Replace Font

Text box

- AutoFit Options
- Format Painter

Animation Effect

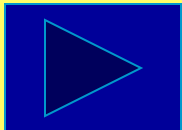
- Slide effect
- Object effect
 - Animation Schemes
 - Custom Animation
 - Entrance
 - Emphasis
 - Exit
 - Motion

Animation Effect

- Edit Effect
 - Start
 - Property
 - Speed
- Ordering
- Effect Options/Timing
- Chart Animation
- Organization Chart Animation

Insert

- Picture
- Sound
 - Edit Sound Object
 - Effect Options
- Movie
 - Edit Movie Object
 - Effect Options
- Hyperlink



Presentation

- Hide Slide
- Summary Slide
- Rehearsal Training
- Record Narration

Presentation

- Slide Show View
 - Pen/Erase Ink
 - Go to Slide (Number + Enter)
 - Page up/down; Home/End; ←↑; →↓;
Spacebar

Miscellaneous

- Autosave