



The Fountain Green Group

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PowerPoint 2008 for Mac Essential Training - 02NYL694 - lynda.com

Product Description Time

PowerPoint 2008 for Mac Essential Training **Approximately 8 Hours 30 Minutes**

From the most basic to the very advanced, instructor **David Rivers** explores the application's possibilities in PowerPoint 2008 for Mac Essential Training. **David** teaches users how to create, edit, and share professional slideshows and presentations. He demonstrates how to efficiently navigate presentations, apply custom themes, place and edit text, images, and multimedia files; and bring the whole package together for a self-running or manual slideshow.

Note: Exercise files accompany the course.



lynda.com



David Rivers

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Released on: 3/4/2008

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1. Getting Started with PowerPoint	25:17
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Introduction

Welcome 0:46

1. Getting Started with PowerPoint

Starting PowerPoint 4:23

Understanding the interface 9:44

Opening and Closing Presentations 4:04

Navigating Presentations 7:06

2. Creating and Saving Presentations

Creating New Presentations 8:54

Adding and Removing Slides 8:00

Rearranging Slides 4:23

Saving Presentations 7:23

Opening Other Files in PowerPoint 4:37

Checking Compatibility 5:14



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3. Printing Presentations

Previewing Printouts in Tiger	7:41
Previewing Printouts in Leopard	2:55
Using Print and Quick Print	5:39
Setting Print Options	10:46

4. Designing Presentations

Using Page Setup	4:53
Using Themes	5:32
Applying Effects to Themes	6:32
Using Background Styles	8:54
Using Colour Schemes	6:26
Using Font Schemes	5:32
Creating Custom Themes	6:55
Working with Slide Layouts	8:11
Working with Slide Masters	11:46
Working with Headers and Footers	6:57

5. Working with Text

Using Text Slides	5:49
Formatting Text	8:55
Adding Text to Slides	4:28
Changing Character Direction	4:39
Changing Spacing and Indents	9:25
Aligning Text	4:45
Bullets and Numbering	10:18
Working in Outline Mode	3:51
Using Find and Replace	6:27

6. Proofing Content

Checking Spelling	6:15
Finding Synonyms	4:58
Other Reference Tools	7:02
Other Document Proofing Options	9:45

7. Working with Pictures and Multimedia

Inserting Pictures and Clip Art	8:43
Modifying Pictures	14:18
Drawing Objects	12:53
Using SmartArt	13:27
Using WordArt	8:39
Using Sound	9:34
Using Video	7:10



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8. Working with Tables and Charts

Inserting Tables	8:41
Editing and Formatting Tables	8:48
Inserting Charts	12:11
Editing Charts and Data	13:32

9. Animating Presentations

Arranging and Grouping Objects	7:13
Animating Objects	12:03
Using Slide Transitions	5:50

10. Viewing Presentations

Starting and Navigating Presentations	6:50
Pointer Options	6:07
Using Presenter Tools with Two Screens	5:24
Creating Self-Running Slideshows	5:43

11. Sharing Presentations

Using Comments	6:42
Sending Slideshows to iPhoto	5:35
Creating PowerPoint Pictures	3:06
Creating PowerPoint Movies	4:55
Creating Web Presentations	6:59
Creating Custom Slideshows	4:56
Using Hyperlinks and Action Buttons	11:12
E-mailing Presentations	4:00

12. Customizing the Work Environment

Changing PowerPoint Preferences	9:10
Modifying Toolbars	9:54

Conclusion

Goodbye	0:40
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