

The smarter, faster guide to Microsoft PowerPoint 2: Animation & Other Cool Tools

- Setting Your PowerPoint Options 1
 - The Rules for Great Presentations 1
- The Slide Master 2
 - Creating a Custom Background in the Master Slide 3
 - Setting the Text Appearance 4
 - Formatting Bullets..... 5
 - Formatting the Master Title Slide 7
- Advanced Slides..... 8
 - Adding slides from other presentations 8
 - Creating slides from a Word outline 9
 - Inserting Content from Other Files 9
 - Hyperlinks..... 10
- Slide Animation 11
- Slide Transitions 14
- Rehearse Timings For A Slide Show 14
 - 15
 - Hiding Slides..... 15
- Adding A Soundtrack To Your Presentation 16
- Taking Your Show on the Road 16
 - .pps vs. .ppt?? 17
- Other Important Tips 18
- Questions for the Instructor 19

