



Microsoft®

PowerPoint 2021 Intermediate

Advance your PowerPoint 2021 skills: Create visual appeal with charts and tables; add transitions and animations; manage slide masters; and more.

Formatting and Themes

1.1 Themes

1.2 Format Text

- Change the Font
- Change the Font Size
- Change the Font Color
- Apply Text Effects
- Change the Case
- Align Text

1.3 Format Lists and Columns

- Add Multiple Columns
- Numbered and Bulleted Lists
- Change the List Style

1.4 Hyperlinks

- Hyperlink Text or Images

1.5 Copy Formatting

- Apply Once
- Apply Multiple Times

1.6 Slide Background

1.7 Customize Themes

- Theme Colors
- Theme Fonts
- Background Styles
- Save a Custom Theme

1.8 Slide Size

1.9 Templates

- Use a Template
- Create a Custom Template
- Use a Custom Template

Pictures

2.1 Insert Pictures

- Use Content Slides
- Use the Ribbon
- Modify

2.2 Insert Screenshots and Remove Backgrounds

- Insert a Screenshot
- Remove a Background

2.3 Adjust Pictures

- Corrections
- Colors
- Artistic Effects
- Reset Formatting
- Compress a Picture

2.4 Picture Styles

- Choose a Style
- Change the Picture
- Use the Format Painter

2.5 Crop Pictures

- Crop
- Aspect Ratio
- Crop as a Shape

Graphics

3.1 Text Boxes

- Insert Text
- Edit Text
- Move and Resize

3.2 Shapes

- Insert a Shape
- Modify Shapes
- Change a Shape

3.3 Edit Shapes

- Edit Points
- Merge Shapes

3.4 Format Shapes

- Shape Styles
- Format Shapes

3.5 WordArt

- Insert
- Format

3.6 Align Objects

- Smart Guides
- Align and Distribute
- Gridlines
- Guides
- Arrow Keys

3.7 Arrange Objects

- Rotate Objects
- Group Objects
- Bring Forward/Send Backward

3.8 Icons

- Insert an Icon
- Format an Icon

3.9 Drawings

- Create a Drawing
- Change Pen Type
- Erase a Drawing

3.10 Insert SmartArt

- Insert SmartArt
- Populate SmartArt Graphics
- Convert a List to a SmartArt Graphic

3.11 Format SmartArt

- Add Shapes and Bullets
- Reorder Bullets and Shapes
- Format SmartArt

3.12 Insert Charts

- Insert a Chart
- Change the Chart Type
- Format a Chart

3.13 Import Charts

- Import a Chart

3.14 Insert Tables

- Insert a Table
- Add Rows or Columns
- Delete Rows or Columns
- Format a Table

3.15 Import Tables

- Import a Table

Transitions and Animations

4.1 Slide Transitions

- Apply a Transition
- Modify a Transition
- Apply a Transition to All Slides
- Remove a Transition

4.2 Apply Animations

- Animate Text
- Animate Objects
- Remove an Animation Effect

4.3 Modify Animations

- Customize an Animation
- Motion Paths

4.4 Animation Timing

- Display the Animation Pane
- Reorder Animations
- Change How Your Animation Starts
- Change the Duration and Delay of Your Animation

4.5 Copy Animations

- Use the Animation Painter

4.6 Zoom

- Insert a Zoom
- Format a Zoom
- Preview the Zoom

Slide Masters

5.1 Slide Master View

- View Current Layouts
- Open Slide Master View
- Edit a Slide Master
- Close Slide Master View

5.2 Work with Slide Layouts

- Edit a Layout
- Create a Custom Layout

5.3 Footers

5.4 Backgrounds and Master Graphics

- Master Graphics
- Background

Self-Run Presentations

5.5 Use Multiple Slide Masters

- Insert a Blank Slide Master
- Insert a Theme Slide Master
- Use the New Slide Masters

5.6 Manage Slide Masters

- Rename
- Delete
- Preserve

5.7 Handout Master

- Open Handout Master View
- Edit the Handout Master
- Print Handouts

5.8 Notes Master

- Open Notes Master View
- Edit the Notes Master
- Preview and Print

6.1 Insert Videos

- Insert a Video from Your Computer

6.2 Modify Videos

- Video Appearance Options
- Video Size
- Video Playback Options
- Set Video Start and End Point

6.3 Audio

- Add Audio to a Slide
- Record Audio
- Audio Options

6.4 Action Buttons

- Add an Action Button
- Change the Action Settings
- Test an Action Button

6.5 Record and Narrate a Slide Show

6.6 Set Up a Slide Show