



Microsoft Office PowerPoint 2011 for Mac Training



Available for all Mac users, PowerPoint is the age-old presentation software that thankfully replaced overhead projectors. The latest available software from Microsoft for all Mac and iOS devices makes it easy to create, collaborate and share professional media rich presentations.

Prerequisite: Candidate must have a basic understanding of the Mac OS X.

Duration: 4 Hours

- **Understanding the user-interface**
 - Toolbar, menu-bars and buttons layout
 - Functionality of the ribbon
 - Setting preferences (Tips)
- **Working with themes**
 - Opening and changing to a specific theme
 - Customize theme
 - Saving theme options
 - Using master slides to use multiple theme
- **Files management**
 - Creating/saving/opening files
 - Setting file properties
 - Creating & managing templates
 - Working over multiple versions
- **Slides handling**
 - Adding slides
 - Grouping slides
 - Hiding slides
- **Working with text**
 - Adding & formatting Text
 - Change character direction
 - Changing spacing and indentation
 - Using find and replace tool
- **Working with objects**
 - Working with shapes
 - Working with tables & charts
 - Using hyperlinks with objects
- **Working with pictures & media**
 - Inserting content
 - Editing content
- **Animations and transitions**
 - Adding a transition to slide
 - Adding a transition to object
 - Adding animations
 - Editing animations workflow and durations
- **Play options on presentation**
 - Applying presenter notes and screen setup
 - Customizing presenter display
- **Exporting presentation**
 - Export options
 - Media exporting features