**Computer Applications
PowerPoint Unit 1 Concepts (Tutorial 1)**

Start PowerPoint

* Open existing presentation
* Create a new presentation from a template
* Close a presentation, but not PowerPoint
* Save a presentation (with a new name)
* Choose slide layout (title + content, comparison, etc.)

Printing

* Full page slides (1 per page)
* Speaker notes (Notes Page)
	+ Creating speaker notes
* Handouts (multiple slides per page)
* Grayscale
* Multiple copies
* Outline
* Scale to fit paper (print option)

Editing Text

* AutoCorrect (auto capitalize, fix misspelling)
* Undo (Control+Z and button)
* Edit text
* Zoom in/out (slider)
* Paste options (Keep Selected Text, Merge, etc.)
* Bold, italics, effects, shadow formats
* Copy/paste, Cut/paste, drag and drop to move, clipboard

Lists

* Create a multi-level bulleted list (tab method)
* Promote and demote bullets
* Indent one level

Animation/Transitions

* Animation a shape using entrance, emphasis, exit, motion path (Add Animation)
* Animate a bulleted list (by paragraph)
	+ Bulleted list animation—“progressive disclosure” means one at a time (by paragraph)
* Apply transition to a single slide or to all slides
* Modify the start timing of animation (with, after previous)
* Add a sound to a transition
* Modify duration of transitions
* Use the Animation Painter (Animation tab, copies animation assigned, not object)
* Remove animation (More, to set to “none”)

Insert Options and/or Master View

* Add footer to all slides except title slide
* Add date to all slides
* Display slides numbers
* Notes Master—set number of slides per page
* Slide Master—add features for all slides
* Outline View
* Reading View

Slides Pane (tab)

* Create a new slide with specific layout
* Duplicate a slide
* Delete a slide

Review Tab

* Check spelling
* Correct red underlined errors
* Use the Thesaurus
* Use the Research pane
* Use the Mini Translator

****Random Topics

* Slide Sorter View
	+ Change the order of slides
* Run slide show from beginning
* Go to a specific slide during a show
* End slideshow
* Change theme (Design)
* Change stacking order (send to back, etc.)
* Autofit text to text box (Format Shape, Text Box)