Power Point Essential Skills

* Creating a new presentation
* Creating a new Presentation based on a template
* Opening an existing presentation
* Adding new slides
* Deleting Slides
* Moving slides
* PowerPoint Views
* Modifying Backgrounds
* Applying PowerPoint Templates
* Using textboxes
* Content placeholders
* Layering and Cover Art
* Formatting text
* Inserting PowerPoint Image
* Using ClipArt Images
* PowerPoint Transitions
* Creating Animations
* Hyperlinks
* PowerPoint spell Check
* Saving Presentations
* Saving as a Web page
* Printing Presentations