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Software can be an expensive proposition for any business. For the software to deliver on its value your end users must develop the skills and knowledge on how to use it effectively. Your user's adoption is critical to a successful software implementation and its on-going use.

With this in mind, effective education and training become a critical component of any software deployment. Cypress Systems, Inc. provides training and education for multiple software suites and applications. We provide a comprehensive approach to your learning experience with instructor-led, onsite training sessions tailored to your users in their work environment.

Microsoft Office is the work horse of most of the modern business world. While most of use it on a daily basis there is always room for improvement. Our instructors can show you how to get the most out of Microsoft's popular productivity suites. Even if you're a power user there is always something to be learned. We offer group or individual training sessions.

Thanks from the Cypress Team

# Microsoft PowerPoint Introduction / Beginners Topics

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## PowerPoint Overview

- User interface overview Ribbons, Tri Pane View (Normal)
- File Tab and usage
- Navigation Pane
- The PowerPoint views and how to access them
- Using Help

## PowerPoint Views

- The Normal View
- The Slide Sorter View
- The Notes Pages View
- The Reading view
- The Slide Show View
- The View in Black and White
- Viewing the Slide Miniature
- Accessing Print Preview
- How to access Outline View

## Creating a New Presentation

- Creating A New Presentation and Saving
- Create a presentation from inbuilt templates
- Placeholders
- Adding New Slides - entering & editing Text (slide view)
- Understanding Slide Layouts and changing / reapplying a layout
- Understanding the text levels
- Entering bulleted text
- Adding Freeform Text (text Boxes)
- Creating Blank Slides

## Formatting Text

- Text Selection
- Formatting Text
- Formatting Backgrounds (Slide and Placeholder)
- Formatting Numbered and Bulleted Lists
- Format Painter
- Entering text in Outline
- Changing text levels
- Shortcut keys for navigating in outline

## Drawing Tools

- The Insert Ribbon
- The design & format ribbons
- Drawing basic shapes freehand
- Creating regular shapes
- Formatting Shapes including 3D, Shadows and Fill Effects
- Enter and format Smart Art
- Set Shape Options
- Connect shapes
- Move and Copy Drawn Objects
- Work with Guides and Visible Grid
- Align & Distribute Objects
- Flip and Rotate Objects
- Order and Group Objects (layering)
- Enter and format text within a shape
- Inserting WordArt

## Graphics and Clipart

- Insert Clip Art
- Moving and Resizing
- Format Ribbon and Clip Art
- Grouping and Ungrouping Clip Art

## Tables and Charts

- Create and use a table
- Add text
- Insert columns and rows
- Format a Table
- Create a chart
- Edit the Chart Type
- Edit the Chart Options
- Format a chart
- Create an organization Chart (Smart Art)
- Create an organization Chart (Shapes)
- Edit and Format an Organization Chart

## **Slide Masters and Templates**

- View the Slide Master
- Add a company logo to every slide
- Format the background
- Color Schemes
- Format the Title Area and Object Area
- Change Headers & Footers
- Using Multiple Slide Masters
- Preserving a Slide Master
- Viewing the Title Master
- Editing the Title Master
- View the layout masters
- Create your own layout
- Remove layouts from master
- Apply a Design Template to a slide or master
- Slide Design Task Pane
- Creating your own Design Template (using a Master)
- Apply your own design template
- Change settings of the Standard Master design

## **Transitions and Animation**

- Transition Effects
- Animation Schemes
- Preview Animations
- Custom Animation
- Using Animation to Build Bullet Points
- Animate a Chart
- Animate smart art
- Animate a shape
- Animation Paths
- Animating multiple objects simultaneously
- Animation Timeline
- Reorder animations
- Animation settings

## **Slide Shows**

- Rehearsing the timing of a Presentation
- Right Click options to use during slide shows
- Slide Navigation
- Hiding / Un hiding Slides
- Run / Exit slideshows

## **Saving presentations**

- Saving as a presentation
- Saving as a slideshow
- Saving as a video
- Publish to web / SharePoint
- Save to other formats

## **Printing Presentations**

- Print Preview
- Printing Slides
- Printing Hand-outs
- Printing Notes Pages
- Printing Outline View

# Microsoft PowerPoint Advanced Topics

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## Basics review

- Creating a Presentation
- Formatting a Presentation
- Working with Outline View
- Working with Slide Sorter View

## Drawings Skills

- The Insert Ribbon
- Draw basic shapes freehand
- Create regular shapes
- Format Shapes including 3D, Shadows and Fill Effects
- Create Auto Shapes
- Copy and Move objects
- Work with Guides and grid
- Align & Distribute Objects
- Flip and Rotate
- Order & group Objects
- Using the Freeform drawing tool and Edit Points
- Insert and format text within a shape
- Insert and format WordArt
- Using connectors to create flow diagrams

## Multi-media, Linked and Embedded Objects

- Insert a movie file
- Insert sound files
- Link Data from Word and Excel
- Insert word and excel files
- Embed part of an object
- Embed Data form Word and Excel
- Embed fonts
- Compress pictures to reduce file size
- Video and sound file options

## Slide Show Preparation

- Rehearse the timing of a Presentation
- Slide Navigator
- Add Hyperlinks on a slide to access other files
- Add hyperlinks to websites
- Add Controls with actions to navigate a slide show
- Customizing Action Buttons
- Recording narration
- Compare slideshows
- Comments and reviewing

## Custom Shows

- Create custom shows
- Set options for the custom shows
- Choose which custom show to run.
- Create an Agenda slide

## Speaker Notes and Hand outs

- Enter notes in Notes Page View
- Edit notes page
- Edit notes master
- Printing Notes
- Send Slides to Word to Create Hand outs
- Edit hand-outs master
- Add speaker notes during slideshow

## Presenting With PowerPoint

- Setting up slideshow options (Automatic / Manual)
- Looping
- Online collaboration
- Using narrations
- Using and saving ink annotations
- Broadcasting slideshow
- Email presentation
- Make a PDF
- Package for CD
- PowerPoint Viewer
- Publishing to the Web