Microsoft PowerPoint Basic Outline

Domain 1: Getting started

1.1 The PowerPoint window
1.2 Getting help

Domain 2: New presentations

2.1 Creating new presentations
2.2 Saving presentations
2.3 Rearranging and deleting slides
2.4 Using slides from other presentations

Domain 3: Formatting slides

3.1 Text formatting
3.2 Modifying text
3.3 Paragraph formatting

Domain 4: Drawing objects

4.1 Shapes
4.2 Modifying objects
4.3 Text in objects

Domain 5: Graphics

5.1 WordArt
5.2 Pictures
5.3 Clip art

Domain 6: Tables and charts

6.1 Tables
6.2 Charts
6.3 Diagrams

Domain 7: Modifying presentations
7.1 Templates and themes
7.2 Slide masters
7.3 Transitions and timings
7.4 Speaker notes
7.5 Setting up slide shows

Domain 8: Proofing and delivering presentations

8.1 Proofing presentations
8.2 Running presentations
8.3 Printing presentations