<table>
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| 1       | **PowerPoint Basics**  
- Changing views  
- Running an on-screen presentation  
- Using slide placeholders  
- Adding clipart  
- Using the task pane  
- Using the Format Painter  
- Editing text | 3       | **Animations and Transitions**  
- Applying transitions to slides  
- Applying preset text animation  
- Applying custom animation  
- Hiding slides  
- Using hyperlinks  
- Setting up the slide show | 2       | **Templates and Masters**  
- Creating a presentation from scratch  
- Applying design templates  
- Bullets and Numbering  
- Headers and footers  
- Using the slide master  
- Managing multiple masters  
- Altering the colour scheme | 4       | **Clipart, Images, Movies and Sounds**  
- Adding clipart to a slide  
- Formatting clipart  
- Editing clipart  
- Inserting movies and sound from the clipart task pane |  | **Outlines, Notes & Handouts**  
- Importing Word outlines  
- Creating Notes pages  
- Using the Outline pane  
- Creating Audience handouts  
- Print and print preview | **Charts and Tables**  
- Adding a tables to a slide  
- Creating a chart  
- Editing a chart  
- Animating charts  
- Importing charts |