

Discover PowerPoint XP / 2002



DiscoverWare's Discover PowerPoint XP is an interactive productivity tool for users of Microsoft PowerPoint XP. PowerPoint XP builds on the presentation features of previous versions of the program to provide powerful tools for creating and sharing professional documents online and on the Web. Topics cover PowerPoint basics, creating presentations, working with slides, working with text, graphics, charts, tables, online presentations, and delivering presentations.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The program is also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover PowerPoint XP interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so they can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of PowerPoint XP by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.





Discover PowerPoint XP / 2002 (Comprehensive)

PowerPoint XP Basics

- Introducing PowerPoint XP
 - PowerPoint XP Capabilities
- Screen Layout
 - The PowerPoint XP Window
 - The Presentation Window
- Presentation Views
 - Views In PowerPoint
 - Switch Views
 - Adjust View Panes
- Manage Presentation Files
 - Save A Presentation
 - Open A Presentation
- Help In PowerPoint XP
 - Ask A Question
 - Microsoft PowerPoint Help

Create Presentations

- Create A New Presentation
 - About Creating A Presentation
 - Use The AutoContent Wizard
 - Use A Design Template
 - Use Multiple Design Templates
 - Create A Presentation From A Blank Presentation
 - Create A Presentation From An Existing One
 - Modify Slide Formats
- Use Slide masters
 - About Slide Masters
 - Work With Slide Masters
- Copy, Delete And Rearrange Slides
 - Copy & Delete Slides
 - Change Slide Order

Insert And Modify Text

- Add Text To Slides
 - About Using Text In A Presentation
 - Add Text To A Slide
- Import Text
 - Use The Office Clipboard
 - Import A Word Outline
- Edit Text
 - Use The Spelling Checker
 - Find & Replace Text
 - Selecting Text
 - Change Text Alignment
- Format Text
 - About Text Formatting
 - Modify Text Formatting
 - Use The Format Painter
 - Work With Embedded Fonts
- Format Lists
 - Add Numbered Text
 - Use Graphical Bullets

Graphics, Charts, Tables And Media

- Add OfficeArt Elements
 - About The Drawing Toolbar
 - Modify A Drawing Object
- Add Clip Art And Pictures
 - Add Clip Art
 - Add Bitmap Graphics
- Add Charts & Tables
 - About Charts & Tables
 - Create A Chart
 - Insert An Excel Chart
 - Create A Table
 - Insert A Word Table
- Enhance Your Presentations
 - Create Slide Transitions
 - About Animation Schemes
 - Apply An Animation Scheme
 - Add Sound Or Video
 - Create A Hyperlink

Final Preparations

- Prepare Support Materials
 - Prepare Speaker Notes
 - Prepare Handouts
 - Print A Presentation
- Collaborate In A Workgroup
 - Circulate A Presentation For Review
 - Review Presentation Comments
 - Print Comments Pages
 - Export A Presentation As An RTF Outline
- Rehearse A Presentation
 - Rehearse Presentation Timing
- Prepare A Presentation For Remote Delivery
 - Use the Pack and Go Wizard

Deliver A Presentation

- Deliver An Online Presentation
 - Specify The Starting Slide
 - Navigate A Live Slide Show
 - Emphasize Points During A Slide Show
- Web Presentations
 - Publishing A Presentation
 - Publish A Presentation To The Web
 - Set Up And Schedule An Online Broadcast



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