

Sheet1

ID,N,	PAREIN	ITY	CLIP	RETITLE,C,40	TIMEIN,C,11	TIMEOUT,C,11
1	0	1	0	The PowerPoint Window		
2	1	1	1	Overview		
3	2	1	2	257 1	00:01:00:00	00:01:44:00
4	2	2	2	259 1	00:01:46:00	00:03:23:00
5	1	2	1	Panes		
6	5	1	2	259 1	00:03:23:00	00:05:07:00
7	5	2	2	257 1	00:05:07:00	00:05:26:00
8	1	3	1	Graphics / Commands		
9	8	1	2	259 1	00:05:27:00	00:09:33:00
10	1	4	1	Menus / Toolbars		
11	10	1	2	257 1	00:09:34:00	00:10:16:00
12	10	2	2	259 1	00:10:17:00	00:11:53:00
13	10	3	2	257 1	00:11:55:00	00:12:22:00
14	10	4	2	259 1	00:12:23:00	00:14:24:00
15	1	5	1	Office Assistant		
16	15	1	2	257 1	00:14:25:00	00:14:46:00
17	15	2	2	259 1	00:14:47:00	00:16:01:00
18	15	3	2	257 1	00:16:02:00	00:16:16:00
19	0	2	0	PowerPoint Fundamentals		
20	19	1	1	Views		
21	20	1	2	257 1	00:16:30:00	00:17:19:00
22	20	2	2	259 1	00:17:20:00	00:21:20:00
24	19	2	1	Exit / Launch		
25	24	1	2	257 1	00:21:20:00	00:21:49:00
26	24	2	2	259 1	00:21:50:00	00:23:08:00
27	19	3	1	AutoContent Wizard		
28	27	1	2	259 1	00:23:09:00	00:24:45:00
29	19	4	1	Using Templates		
30	29	1	2	259 1	00:24:46:00	00:27:13:00
31	19	5	1	Slide Show		
32	31	1	2	259 1	00:27:13:00	00:28:25:00
33	19	6	1	Blank Presentation		
34	33	1	2	257 1	00:28:26:00	00:28:59:00
35	33	2	2	259 1	00:29:00:00	00:32:20:00
36	19	7	1	Using Slide View		
37	36	1	2	259 1	00:32:21:00	00:34:50:00
38	19	8	1	Edit / Format / Save		
39	38	1	2	259 1	00:34:51:00	00:38:16:00
40	38	2	2	257 1	00:38:16:00	00:38:34:00
41	0	3	0	Building a Presentation		
42	41	1	1	Templates		
43	42	1	2	257 1	00:38:45:00	00:39:21:00
44	42	2	2	259 1	00:39:23:00	00:40:34:00
45	41	2	1	Title Slide		
46	45	1	2	259 1	00:40:35:00	00:41:14:00
47	41	3	1	Outline View		
48	47	1	2	258 1	00:41:15:00	00:45:05:00
49	41	4	1	Line Break		

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50	49	1	2	259	1		00:45:05:00	00:46:05:00
51	41	5	1			Rearrange Bullets		
52	51	1	2	258	1		00:46:05:00	00:48:16:00
53	41	6	1			Slide View		
54	53	1	2	259	1		00:48:16:00	00:48:57:00
55	53	2	2	257	1		00:48:57:00	00:49:20:00
56	0	4	0			Working in the Slide View		
57	56	1	1			Overview		
58	57	1	2	257	1		00:49:30:00	00:49:52:00
59	57	2	2	258	1		00:49:52:00	00:50:15:00
60	56	2	1			Create New Slide		
61	60	1	2	259	1		00:50:16:00	00:51:31:00
62	56	3	1			Add Clip Art		
63	62	1	2	259	1		00:51:31:00	00:53:06:00
64	56	4	1			Modify Slide Layout		
65	64	1	2	259	1		00:53:06:00	00:54:46:00
66	56	5	1			Rearrange Content		
67	66	1	2	259	1		00:54:47:00	00:55:24:00
68	56	6	1			Insert Menu		
69	68	1	2	259	1		00:55:24:00	00:57:02:00
70	56	7	1			Drawing Tools		
71	70	1	2	259	1		00:57:03:00	00:57:59:00
72	70	2	2	257	1		00:58:00:00	00:58:23:00
73	0	5	0			Formatting Objects		
74	73	1	1			Overview		
75	74	1	2	257	1		00:01:00:00	00:01:23:00
76	74	2	2	258	1		00:01:23:00	00:01:48:00
77	73	2	1			Delete / Undo		
78	77	1	2	259	1		00:01:49:00	00:02:59:00
79	73	3	1			Move / Copy		
80	79	1	2	259	1		00:02:59:00	00:03:54:00
81	73	4	1			Size Objects		
82	81	1	2	259	1		00:03:54:00	00:04:57:00
83	73	5	1			Shift Key		
84	83	1	2	259	1		00:04:58:00	00:07:00:00
85	73	6	1			Alt Key		
86	85	1	2	258	1		00:07:00:00	00:08:15:00
87	73	7	1			Ctrl Key		
88	87	1	2	259	1		00:08:15:00	00:10:19:00
89	73	8	1			Mutli-level Undo		
90	89	1	2	257	1		00:10:19:00	00:10:38:00
91	89	2	2	259	1		00:10:39:00	00:11:56:00
92	89	3	2	257	1		00:11:56:00	00:12:16:00
93	89	4	2	259	1		00:12:17:00	00:13:03:00
94	0	6	0			Selecting Objects		
95	94	1	1			Text Object		
96	95	1	2	257	1		00:13:04:00	00:13:19:00
97	95	2	2	259	1		00:13:20:00	00:16:00:00
98	94	2	1			Multiple Objects		

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99	98	1	2	259	1		00:16:01:00	00:17:17:00
100	94	3	1			Select All		
101	100	1	2	259	1		00:17:18:00	00:18:03:00
102	100	2	2	257	1		00:18:04:00	00:18:24:00
103	0	7	0			Manipulating Objects		
104	103	1	1			Grouping Objects		
105	104	1	2	257	1		00:18:39:00	00:18:59:00
106	104	2	2	259	1		00:19:00:00	00:20:14:00
107	103	2	1			Order Objects		
108	107	1	2	259	1		00:20:14:00	00:22:06:00
109	103	3	1			Format Picture		
110	109	1	2	259	1		00:22:06:00	00:23:28:00
111	103	4	1			Format Painter		
112	111	1	2	259	1		00:23:28:00	00:24:28:00
113	103	5	1			Format AutoShape		
114	113	1	2	259	1		00:24:28:00	00:26:19:00
115	103	6	1			Fill Color		
116	115	1	2	259	1		00:26:19:00	00:29:01:00
117	103	7	1			Fill Effects		
118	117	1	2	259	1		00:29:01:00	00:32:20:00
119	117	2	2	257	1		00:32:21:00	00:32:42:00
120	0	8	0			Adding Pizzazz		
121	120	1	1			WordArt		
122	121	1	2	257	1		00:32:50:00	00:33:12:00
123	121	2	2	259	1		00:33:12:00	00:35:11:00
124	120	2	1			Insert Video Clip		
125	124	1	2	259	1		00:35:11:00	00:37:54:00
126	120	3	1			Animation		
127	126	1	2	259	1		00:37:54:00	00:41:20:00
128	120	4	1			Order & Timing		
129	128	1	2	259	1		00:41:20:00	00:42:19:00
130	120	5	1			Animate Text		
131	130	1	2	259	1		00:42:19:00	00:44:40:00
132	130	2	2	257	1		00:44:41:00	00:45:05:00
133	130	3	2	259	1		00:45:06:00	00:46:25:00
134	120	6	1			Animate by Letter		
135	134	1	2	259	1		00:46:26:00	00:47:33:00
136	120	7	1			Create / Format List		
137	136	1	2	257	1		00:47:34:00	00:47:45:00
138	136	2	2	259	1		00:47:46:00	00:49:32:00
139	136	3	2	257	1		00:49:33:00	00:49:46:00
140	0	9	0			Polishing the Presentation		
141	140	1	1			Slide Master View		
142	141	1	2	257	1		00:50:00:00	00:50:12:00
143	141	2	2	259	1		00:50:12:00	00:53:00:00
144	140	2	1			Add Image to Master		
145	144	1	2	259	1		00:53:00:00	00:54:33:00
146	140	3	1			Slide Sorter View		
147	146	1	2	259	1		00:54:35:00	00:55:42:00

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148	140	4	1			Slide Transitions		
149	148	1	2	259	1		00:55:42:00	00:58:04:00
150	140	5	1			Slide Show		
151	150	1	2	259	1		00:58:04:00	00:59:27:00
152	150	2	2	257	1		00:59:28:00	00:59:53:00

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WORDSIN,C,75	WORDSOUT,C,75	FILENAME,C,40
Hello my name is Dan Holme Click the start button	from the start menu later in this session	H0001 M0001
Below the toolbar now that you know	for the notes pane graphic on the slide	M0002 H0002
perhaps we want to move	in PowerPoint, just drag it	M0003
now generally speaking the slideshow menu has a now toolbars are on the toolbar you see the	menus in powerpoint you click the header don't like it yourself in microsoft powerpoint	H0003 M0004 H0004 M0005
the last element press F1 and the office now you know what it takes	the help calvary click the print button office assistant for help	H0005 M0006 H0006
In the microsoft office suite this is our presentation	to switch between them take you to the slide view	H0007 M0007
you'll learn that in creating first, let's close powerpoint	to start a powerpoint presentation benefit of powerpoint training	H0008 M0008
we select auto content wizard	now is click finish	M0009
The autocontent wizard	using the slideshow view	M0010
to give a presentation	to exit the presentation	M0011
the auto content wizard is again, we'll close powerpoint	with a blank presentation click to add text	H0009 M0012
now this particular text is	commands for shortcuts	M0013
now once you've created or So now you know the	file that you already saved of the powerpoint views	M0014 H0010
While powerpoint offers click the file menu	select a design template want on your first slide	H0011 M0015
It gives you this slide	Is created - Whalla!	M0016
Now that our first slide is	to create the forth slide	C0001

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and on the forth slide	that on a second line	M0017
Now that our content is created	dragging the bullet points	C0002
Now that our content is finished so when it comes time	content goes, is complete is almost complete	M0018 H0012
When it comes time to we'll see that you can create	a powerpoint presentation shortcuts to those commands	H0013 C0003
Let's take our presentation	using the placeholders	M0019
And now we're going to	up more effectively	M0020
now we can go to our third	appears on our slide	M0021
Now whenever you've	switch sides for us	M0022
Lets' go down to our forth	a piece of clip art	M0023
Now the final way to create So even if you're not an	click, the sun appears your powerpoint slides	M0024 H0014
As you're building First, you'll always want	you'll need to follow objects you've selected	H0015 C0004
On Fly by Night	the sun reappears	M0025
Perhaps we've decided	than using copy and paste	M0026
Now that we've got two	further to the left	M0027
Now let's make the sun bigger	only move horizontally	M0028
There are other modifiers	one pixel increments	C0005
So the shift key makes	all three modifier keys	M0029
Now as we've been formatting Clicking the Udno button cause all of us know When we come back to our	of the undo button work is looking good you've saved recently a good copy recently	H0016 M0030 H0017 M0031
so the basic process for formatting to select efficiently	more advanced commands contents of the text object	H0018 M0032

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The final set of selection	you wish to select	M0033
Finally if you wish to	of object you've selected	M0034
So when it comes time to	simply right-click	H0019
The more objects you have	a powerpoint slide	H0020
to create a logo for	relative to each other	M0035
the second thing you	of the mountain range	M0036
To make the text easier	significantly easier to read	M0037
Now it might be nice to	mountain range together	M0038
The final change I'd like	no line whatsoever	M0039
No let's make the inside of	those colors in the future	M0040
Finally you have the option of	to the format command	M0041
So when it comes time to	object on your slide	H0021
A good powerpoint slide	videos and animation	H0022
when you have a text	art is the tool for you	M0042
Now on our second slide	we'll see the results	M0043
Now the third	our sun is rinsing	M0044
If you want objects to appear	will rise automatically	M0045
So anytime you want an object	first level bullet appears	M0046
now we saw the results	for all of this text	H0023
We'll press escape to exit	click click and escape	M0047
Now the final option	for younger audiences	M0048
Now I'm going to show you	five vacation destinations	H0024
we click the new slide button	drumroll number one	M0049
Now how do you get the	going rrrrrrr yourself	H0025
As you're creating	that final presentation	H0026
Looking at our fly	lower left hand corner	M0050
we now see that every	make the changes there	M0051
Once you've used the	during our presentation	M0052

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The slide sorter view is	little bit of polish	M0053
Then you're ready to start	for professional polish	M0054
Whalla a powerpoint presenter	the presentations you create	H0027