

Course Name:	Microsoft PowerPoint Tutorials
No. of Lectures:	111
Duration (Hrs.)	8

Section no.	Section Name	Lecture Name	Duration (Mins.)
01	Warm Up	0101 Quick Tour for Beginners	2:52
01	Warm Up	0102 Slide Background (Color & Picture)	4:04
01	Warm Up	0103 Slide Header n Footer	1:52
02	Evergreen Shortcut	0201 QAT and Alt KeyTips	9:05
03	Working with Shapes	0301 Basics	7:09
03	Working with Shapes	0302 Drawing Symmetrical Shapes	4:44
03	Working with Shapes	0303 Cloning Shapes with Auto Alignment	7:07
03	Working with Shapes	0304 Drawing in Lock Drawing Mode	3:53
03	Working with Shapes	0305 Highlighter	7:36
03	Working with Shapes	0306 De Highlighter	6:20
03	Working with Shapes	0307 Rotate Shortcut	4:03
03	Working with Shapes	0308 Resize Shortcut	1:55
03	Working with Shapes	0309 Copy Paste Format	6:10
03	Working with Shapes	0310 Duplicate Shortcut	1:11
03	Working with Shapes	0311 Redo or Repeat last action Shortcut	1:50
03	Working with Shapes	0312 Group & UnGroup Shortcut	2:53
03	Working with Shapes	0313 Scribble	2:13
03	Working with Shapes	0314 Eyedropper (Color Picker)	1:55
04	SmartArt trick	0401 Converting Multiple Pictures in SmartArt	1:21
04	SmartArt trick	0402 Converting Bullet Point Text in SmartArt	2:41
05	Magnifier effect	0501 Magnifier - A Quick Demo	4:04
05	Magnifier effect	0502 Magnifier Method 1 - for 2007	4:47
05	Magnifier effect	0503 Magnifier Method 2 - for 2010 & above	2:22
05	Magnifier effect	0504 Magnifier - Map 1	2:58
05	Magnifier effect	0505 Magnifier - Map 2	5:01
05	Magnifier effect	0506 Magnifier - Software Screenshot	2:15
05	Magnifier effect	0507 Magnifier - Special Trick	5:45
06	Aligning Objects	0601 Alignment - A Quick Demo	2:44
06	Aligning Objects	0602 Align to Slide	3:56
06	Aligning Objects	0603 Align Selected Objects	3:59
06	Aligning Objects	0604 Align using Quick Access Toolbar (QAT)	4:14
06	Aligning Objects	0605 Align vertically placed pictures	2:19
06	Aligning Objects	0606 Align horizontally placed pictures	3:10
06	Aligning Objects	0607 Align Exercise	3:12
06	Aligning Objects	0608 Align with SmartGuides & Rotate	2:45
07	De-Assembling Objects	0701 De Assembling SmartArt	3:31
07	De-Assembling Objects	0702 De Assembling Charts	4:24
07	De-Assembling Objects	0703 De Assembling Tables	4:04
08	Slide Master with Topic Tracker	0801 Slide Master - Introduction	4:49
08	Slide Master with Topic Tracker	0802 Topic Tracker - A Quick Demo	4:45
08	Slide Master with Topic Tracker	0803 Creating a Topic Tracker	10:40
09	Key Slideshow Shortcuts	0901 Slideshow Shortcut 01	0:59
09	Key Slideshow Shortcuts	0902 Slideshow Shortcut 02	2:44
10	Presenter's Secret	1001 LIVE magnification	2:25
10	Presenter's Secret	1002 Flat Icons	2:49
10	Presenter's Secret	1003 Google recommended color combinations	1:48
10	Presenter's Secret	1004 Inspiration for Illustrations	1:29
10	Presenter's Secret	1005 HD Images (free)	0:59
11	Working with Pictures	1101 Picture Pop-Up Effect 01	5:57
11	Working with Pictures	1102 Picture Pop-Up Effect 02	7:18
11	Working with Pictures	1103 Compressing pictures' size	4:35
11	Working with Pictures	1104 Layering	2:45
11	Working with Pictures	1105 Picture Effects	3:06
11	Working with Pictures	1106 Picture with Text for Section Headers	2:25
11	Working with Pictures	1107 Using Visuals to add Punch	1:52
12	Working with Tables	1201 Editing Design & Layout 01	5:59
12	Working with Tables	1202 Editing Design & Layout 02	2:20
12	Working with Tables	1203 Adding Impact 01	4:25
12	Working with Tables	1204 Adding Impact 02	6:12
12	Working with Tables	1205 Adding Impact 03	6:29
13	Text Editing Shortcuts	1301 Resize	1:32
13	Text Editing Shortcuts	1302 Change Case	1:31
13	Text Editing Shortcuts	1303 Alignment	1:03
13	Text Editing Shortcuts	1304 Replace Fonts	2:40
13	Text Editing Shortcuts	1305 Working with Text Paragraph 01	2:32
13	Text Editing Shortcuts	1306 Working with Text Paragraph 02	2:45
14	Copying from PDF	1401 Troubleshooting PDF Copy-Paste issues 01	2:33
14	Copying from PDF	1402 Troubleshooting PDF Copy-Paste issues 02	2:58
14	Copying from PDF	1403 Troubleshooting PDF Copy-Paste issues 03	3:45
14	Copying from PDF	1404 Troubleshooting PDF Copy-Paste issues 04	4:08
14	Copying from PDF	1405 Troubleshooting PDF Copy-Paste issues 05	2:56

Section no.	Section Name	Lecture Name	Duration (Mins.)
15	Misc Tricks	1501 Hyperlink	3:05
15	Misc Tricks	1502 Symbol-based Bullets	2:40
15	Misc Tricks	1503 Embedding Video	4:17
15	Misc Tricks	1505 Password Protection	1:23
16	Views & Printing	1601 Presentation Views & Print Settings 01	3:17
16	Views & Printing	1602 Presentation Views & Print Settings 02	1:17
17	Animation & Transition	1701 Animation Basics 01 - Pics	5:27
17	Animation & Transition	1702 Animation Basics 02 - Pics	3:44
17	Animation & Transition	1703 Animation Basics 01 - Text	3:11
17	Animation & Transition	1704 Animation Basics 02 - Text	2:58
17	Animation & Transition	1705 Slide Transition Basics - 01	4:53
17	Animation & Transition	1706 Motion Path Animation	6:55
17	Animation & Transition	1707 Animating Charts - Basics	2:50
17	Animation & Transition	1708 ButtonTriggerred Animation - Basics	4:18
17	Animation & Transition	1709 ButtonTriggerred Animation - Vector Map	6:29
17	Animation & Transition	1710 ButtonTriggerred Animation - Chart	5:21
17	Animation & Transition	1711 Rotating Gear - Animation	4:55
17	Animation & Transition	1712 Blinking Dot (GIF)	2:47
18	Charts	1801 Charts - Basic Setting 01	5:21
18	Charts	1802 Charts - Basic Setting 02	6:25
18	Charts	1803 Trendline with Column Chart	3:19
18	Charts	1804 Thermometer Chart 01	5:38
18	Charts	1805 Thermometer Chart 02	6:22
18	Charts	1806 2 axis Chart with Ghostlines	4:25
18	Charts	1807 Horizontal Bar Chart	4:35
18	Charts	1808 100% Stacked Bar Chart	4:49
18	Charts	1809 Waterfall Chart - A Quick Demo	5:13
18	Charts	1810 Waterfall Chart - Logic	6:54
18	Charts	1811 Waterfall Chart - Exercise 01	6:28
18	Charts	1812 Waterfall Chart - Exercise 02	6:06
18	Charts	1813 Combo Stacked Dual-axis Chart	7:22
18	Charts	1814 100% Stacked Column Chart	3:18
18	Charts	1815 Ringed Doughnut Chart	3:48
18	Charts	1816 Radar or Spider Chart	4:59
18	Charts	1817 Gantt Chart	5:07
18	Charts	1818 Charts Aesthetics - 7 tips	7:34
18	Charts	1819 Case Study - NBFS Company 01	7:59
18	Charts	1820 Case Study - NBFS Company 02	3:53
18	Charts	1821 Tornado / Butterfly Chart	7:59
19	Webinar	1901 Maersk report analysis	27:17

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