

## PRODUCT INFORMATION

# WBT POWERPOINT 365

With PowerPoint, you can easily create complex presentations. These presentations are based on slides. Templates help you to give your slides an individual layout. Animations make presentations more casual. Tables, charts, standard shapes, pictures and videos clearly present data, information and context. Before you give a presentation, you should check and correct it. You can then use all available options for managing your presentation, such as saving or printing it for various purposes. During your talk, you can show the presentation as a slide show in full screen and use the tools in the Presenter view.



## Parameters

<b>Version*</b>	4.0
<b>Duration**</b>	Ca. 2:54 h
<b>Language</b>	<b>Version 4.0</b> German, English <b>Version 3.5</b> Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid)
<b>Release</b>	1 July 2019

\* For new features, see the version history in the feature list

\*\* Learning duration measured by the currently highest product version

# Table of Contents

## Creating presentations

---

Creating and editing slides

---

Using templates

---

Using headers and footers

---

Creating and editing sections

---

Inserting and editing a text box

---

Notes

---

## Using animations

---

Animate a slide transition

---

Animating objects

---

## View data

---

Inserting and editing tables

---

Inserting and editing Excel tables

---

Inserting and editing charts

---

## Embedding media

---

Working with graphics and pictures

---

Using guides and the ruler

---

Embedding and editing videos

---

## Reviewing and corrections

---

General

---

Working with comments

---

Tracking changes

---

Checking spelling and grammar

---

## Managing presentations

---

Working with views

---

Editing the slide master

---

Saving a presentation

---

Printing a presentation

---

## Slide show

---

Giving a presentation

---

Using the Presenter view

---