Sole Source Documentation

PowerPoint® for Public Safety™

Thomas M. Manson

1/20/2012

This document presents effective rationale for the selection of Police Technical as a sole source provider for PowerPoint presentation software training through their nationally recognized course, PowerPoint® for Public Safety™. With 13 years' experience in training law enforcement personnel, 27 unique areas have been developed which meet specific needs within this community. A comparison with PowerPoint courses from 5 major national training companies clearly defines Police Technical's unique position and material.

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Technical Training ~ Database Design ~ Internet Development

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Introduction

Police Technical was founded to provide technical training to law enforcement personnel. The first course developed was PowerPoint® for Public Safety™. Created in 1998 as a 5-day course for law enforcement academy cadre, the course has been continually refined and expanded to provide training specific to various law enforcement fields including: Case Management, Narcotics, and Forensic Science.

This comprehensive course provides instruction for law enforcement personnel training recruits at the academy, instructing advanced in-service courses, handling active investigations, making presentations to the public, and taking cases into the courtroom.

While most public PowerPoint® courses are taught to the widest possible audience, PowerPoint® for Public Safety™ is taught to a narrow group: Law enforcement personnel and their support staff. A list of the topics handled, and the sensitive nature of the material, provides the rationale for the careful selection of our attendees.

When this list of topics is reviewed and compared with the offerings of the nation's largest computer training providers, it is apparent that Police Technical's PowerPoint® for Public Safety™ is entirely different in scope and application.

The first federal agency to recognize Police Technical as a sole source provider was the United States Border Patrol (USBP), National Canine Facility (NCF) in El Paso, TX 2007. Following a similar process, outlined in this document, USBP-NCF found that no other training vendor provided as many specific law enforcement topics as Police Technical's PowerPoint® for Public Safety™ course. As such, Police Technical was award Sole Source Provide status. Since that date, many academies and agencies nationally have agree with that assessment with awarding training contracts.

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List of PowerPoint® for Public Safety™ Topics

1. Academy training (Courses found in the Basic Academy)
2. Administrative and budgetary proposals (administrative presentations to financial planners i.e. city governments)
3. Anatomical (body processes ie narcotics and heart rate, wounds and etiology)
4. Audio (E911 phone calls, wiretaps, interviews and transcripts)
5. Cell Phone (site tracking, call hand-offs, geo location and fencing)
6. Communications (dispatch, E911, Emergency Medical Dispatch, flow charts)
7. Crimes Scenes (geographic overview, dynamic interface for case presentation)
8. Detention and corrections
9. Diving (training, tactics, and scenarios in preparation for hands-on activities)
10. Explosives (bomb blast effects, IED, PAN disruptor, driving training (PIT, lane change, "cloverleaf", and backing)
11. Fire (origin and cause, explosion and investigation)
12. Forensics (Fingerprints, blood spatter, DNA, fiber, trace, demonstrative presentations in court and training)
13. Fraudulent documents
14. Game Theory
15. Helicopter and aircraft (LZ areas, accident reconstruction, spotlight operation)
16. Homicide investigations (including case management and dynamic, non-linear timelines)
17. Hostage Negotiations and Crisis Intervention
18. In-service training
19. K9 (training and tactics)
20. Narcotics (investigation, manufacture, use, effects of, distribution, and cartels)
21. Photographs (crime scenes, autopsy, effective management in court)
22. Presentation to the public (public information officer)
23. Tactical Operations (training scenarios, operational pre-plans, post event debriefs)
24. TASER®
25. Traffic (investigation, radar/lidar, accident reconstruction, DUI checkpoint, immigration checkpoint)
26. Video (surveillance videos, digitizing CCTVs, capturing from Youtube and other internet sites)
27. Weapons (functioning and operator training)
28. Splash Screens™ (a navigation and management technique developed by Thomas M. Manson)

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Sole Source Statement

In 1999 Thomas Manson began providing technical training to law enforcement personnel.

In 2004 Police Technical LLC was establish to further professionalize the training process created by Thomas Manson.

In 2007 Police Technical began training federal law enforcement personnel. During this time each agency had to determine what other companies, if any, provided similar training services. Police Technical provided documentation about training sessions and contracts for the past several years to prove Sole Source eligibility. After reviewing the materials submitted, along with a list of other training vendors it was determined that Police Technical's "**PowerPoint® for Public Safety™**" was a unique course specifically created for public safety and substantially different from other vendors. Police Technical was recognized as a Sole Source Provider.

In 2007 Police Technical was first recognized as a "Sole Source Provider" for "**PowerPoint® for Public Safety™**" by the United States Border Patrol, National Canine Facility El Paso, TX.

In 2008 Police Technical was first recognized as a "Sole Source Provider" for "**PowerPoint® for Public Safety™**" by the United State Border Patrol, BORTAC Headquarters.

In 2009 Police Technical LLC was incorporated as Police Technical Inc.

In 2010 California POST certified Police Technical Inc. as an Out-of-State provider and Thomas M. Manson as a POST Certified Instructor for "**Advanced Instructor Skills**" (POST IV) against their firm and long-standing policy not to do so.

In 2011 The Commonwealth of Kentucky, Office of the Attorney General, Prosecutor's Advisory Council recognized Police Technical as a "Sole Source Provider" for "**PowerPoint® for Public Safety™**" for use in the contract negotiations for the 2012 Capital Case Litigation Conference. It is rare for a non-lawyer or private entity to present training to capital case attorneys.

Police Technical has provided unique training services to thousands of State and Federal law enforcement personnel throughout the Unites States. Police Technical is pleased to have achieved this level of success and will continue to pursue state and federal contracts. A partial list of successfully completed contracts is attached.

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Thomas M. Manson

Thomas Manson speaks 50 weeks a year at national and international law enforcement conferences. For 11 years he has worked as a consultant on cases in Homicide, Narcotics, Crimes against Persons, Crimes against Property, Vehicular, and OIS/Administrative Discipline. He is experienced with training and case preparation at Federal, State, County and Municipal levels. His course, *PowerPoint® for Public Safety™*, has been presented to thousands of law enforcement personnel nationally.

Mr. Manson taught at, and received degrees from: Wichita State University (Master of Arts, 1996) and Indiana State University (Bachelor of Science, 1993). He began his law enforcement career with the United States Border Patrol in South Texas.

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List of Training Locations

Many of the following groups, associations, agencies and academies completed a process, similar to the federal governments "Sole Source", to determine the value of purchasing a Police Technical course vs. training from other vendors.

APCO '06 '07 '08
Assn. of Public Safety
Communication Officials

CALEA '07 '08
Commission on Accreditation for
Law Enforcement Agencies

California Department of
Justice '10 *

California POST Instructors
Symposium *
'08 '09

CNOA '07 '08 '09 '10
California Narcotic Officers
Assn.

CSOC and CACP '09
Colorado Sheriff's and
Chiefs of Police *

Colorado Drug Investigators
Assn. '09

Colorado Bureau of
Investigation '8 '09 '10 *

Dallas Police Academy '07 '11

Denver Police and Sheriff's
Office '07 '09

FDLE '08
Florida Department of
Law Enforcement *

Federal Reserve Bank
Kansas City '10 *

Florida Homicide
Investigator's Conference '10

Ft. Worth Police Training
Academy '10

FBI NAA '09
FBI National Academy
Associates TX

GSRCPI '08, 09
Gulf States Regional Center
for Public Safety Innovations

HIDTA Directors Meeting '09 *

Atlanta HIDTA '10
Houston HIDTA '10 '11
LA HIDTA '09
Northern California HIDTA '10
Philadelphia HIDTA '11
PR/USVI HIDTA '10
Rocky Mountain HIDTA '10

IACP '07 '08 '09 '10
Indiana Assn. of Chiefs of
Police *

IALEFI '06 '07 '08
International Association of
Law Enforcement Firearms
Instructors

ILEETA '05 '06 '07 '08 '09 '10
International Law Enforcement
Educators and Trainers Assn.

INIA '07 '08 '10
International Narcotic
Interdiction Assn.

KACP '07 '11
Kansas Assn. of
Chiefs of Police *

KYDOCJT '07, '08
Kentucky Department of
Criminal
Justice Training *

LEIU/IALEIA Conference '10
Law Enforcement
Intelligence Units

LETOA Instructors
Conference '10 *

Louisiana State
Police Academy '10 *

MAFS Conference '10
Midwestern Assn. of
Forensic Scientists

Miami Beach Police
Department '10

Michigan Sheriff's Assn. '08 *

NCJA '08
North Carolina Justice
Academy *

NLETC '07, 08
Nebraska Law Enforcement
Training Center *

OACP '08
Ohio Assn. of Chiefs of Police
*

OPOTA '07
Ohio Peace Officer
Training Academy *

Rutgers University Police '10

SACOP - IACP '08
State Association of Chiefs of
Police - IACP

SC/GA International Assn. for
Identification Conference '10

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SCCJA '07
South Carolina Criminal
Justice Academy *

Tarrant County College '09 '10
'11

TASER International '08

TCLEOSE '06, '07, '08 '10

Texas Commission on Law
Enforcement Officer Standards
and Education *

US Border Patrol '07, 08
National Canine Training
Facility *
BORTAC *

University of South Carolina
Law Enforcement and Safety
'10 '11

UT Attorney General and
UT POST '09 *

WSIN-RISS '08
Western States
Information Network

WY Law Enforcement Academy
'10 '11 *

*** Denotes a State or
Federal Location**

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CTS – Computer Training Source

Who We Are

Since 1991 Computer Training Source, Inc. has offered computer software training classes for business and individuals. We have multiple convenient training centers in Chicago Illinois (Downtown, Schaumburg, Northbrook, and Naperville).

Training can be held at our training centers or at your location. We offer regularly scheduled classes as well as private classes and tutoring.

Our most popular classes are Microsoft Windows, Word, Excel, PowerPoint, Access, QuickBooks Pro, Internet, Project, Outlook, ACT!, Photoshop, QuarkXPress, Dreamweaver, and InDesign. Many more classes are available. Click here to see them all!

Our Philosophy

Our experience has shown that the best classes are those centered around students. That is why we have each student working at their own computer and allow plenty of practice time.

Instructors

Our instructors are chosen for their knowledge of the software they are teaching as well as their ability to present topics in a clear and concise manner. Our instructors average eight years of software experience and have patience and knowledge. They consistently receive the highest evaluations from students.

Microsoft PowerPoint Training Classes

In our PowerPoint Introduction class you will learn to develop presentation materials. We'll create text, charts and graphs to be used in electronic presentations or handouts. We'll also work with slide masters and templates, create objects and use clip art. You will also learn how to apply transitions for electronic presentations.

In our PowerPoint Intermediate class you will create templates and adjust background settings, create Word-Art, work with graphics, apply animation, hide slides, create handouts and notes. You will also learn how to apply enhanced formatting for your text.

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National Seminars Group

A Division of Rockhurst University Continuing Education Center, Inc.

National Seminars Group is one of the nation's leading providers of continuing education. Each year, we provide more than 7,000 seminars and conferences in the United States and Canada. In our 20-year history, more than 10 million professionals have participated in these programs.

Since 1991, our affiliation with Rockhurst University has ensured our commitment to providing lifelong continuous-learning opportunities. When you choose National Seminars, you choose the only training company grounded in an 81-year tradition of proven excellence. We're certain the combination of continuing education with academic excellence gives you the best and most innovative approach to fulfill your continuing education needs.

How to Create and Deliver Exceptional PowerPoint Presentations

Create better presentations than ever before with the PowerPoint skills and creative techniques you'll master in this exciting one-day workshop!

Course Description/Agenda

Today's tech-savvy audiences are getting increasingly sophisticated and tougher to impress every day. In fact, creating and delivering well-structured, high-tech presentations is not only vital to your message – it's expected. What's more, a poorly designed presentation can ruin your message – and even damage your credibility and reputation. That's why you can't afford to miss How to Create and Deliver Exceptional PowerPoint Presentations.

Tap Into PowerPoint's FULLEST capabilities
Leave your old templates and design ideas behind, and we'll show you how to use PowerPoint to its full capability to design memorable, visually exciting presentations that get the results you want – for any audience. You'll learn how to use PowerPoint's newest multimedia tools and design features to create remarkable presentations that are guaranteed to amaze your audience.

Get tons of creative ideas for your next PowerPoint presentation
You'll see dozens of expert examples of the countless ways you can use PowerPoint to illustrate your points with style, explain complex or technical information in an easy-to-understand manner, and make your presentation one that your audience won't soon forget! You'll leave with your head filled with creative ideas you'll be eager to use on your very next presentation.

This workshop is your ticket to presentation success
How to Create and Deliver Exceptional PowerPoint Presentations is the easiest and fastest way to master the PowerPoint production skills you need to create clear, concise presentations every time! Why risk the embarrassment of amateurish and ineffective PowerPoint presentations when you can learn essential PowerPoint production techniques in just one fast-paced, exhilarating day?

Remember: When your presentation is a hit, you look terrific. Don't miss this career-enhancing training opportunity – make plans to attend right now, and enroll online today!

What You'll Learn:

Invest just one day of your time at How to Create and Deliver Exceptional PowerPoint Presentations, and you'll …

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Enhance your message with a cohesive, visually stimulating PowerPoint presentation – and get phenomenal results every time.

Avoid common PowerPoint design mistakes guaranteed to brand you as a rookie.

Easily build charts, graphs and tables that help your audience understand complex information.

Create your own templates for original, fresh-looking presentations that will capture your audience's attention immediately.

Never again lose your audience to graphic overkill when you use our Keep it Simple strategy.

Develop PowerPoint presentations that look like you spared no expense, even though you used free templates, clip art and illustrations.

Hook your audience by using the "language of color" to evoke specific emotions.

Add pizzazz with high-quality custom animations – and animate an organizational chart or diagram!

Make your presentation truly memorable by incorporating multimedia elements including sound, images, photos and animations.

Produce professional-looking handouts to accompany your presentation in less time and with less hassle than you ever dreamed possible.

Use color schemes and backgrounds effectively – rather than let competing hues ruin the tone and look you've created.

Save tons of time by developing a new presentation from an old one – without losing the original.

Incorporate other Office Applications and the Web into your presentation for added impact.

Conduct fact-finding for your presentation quickly and easily using the Research task pane in PowerPoint 2003.

Take your message to the masses by publishing your presentation on the Web.

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Baker Communications

Baker Communications has over 25 highly successful years of experience in strategic sales training, management training, sales management training, negotiation training, time management, and presentation training. As a result of our successes we can become your Strategic Partner in reducing costs, increasing profitability and helping you to gain a competitive advantage, focusing on the new customer value driven marketplace while maintaining a high level of face-to-face strategic sales flexibility.

Exceptional Presentations On-Site Training

This on-site training class is also available as Public Schedule Seminar.

Exceptional Presentations will improve participant's presentation skills whether they are persuading, educating, or informing.

Course Description/Agenda

This workshop will aid all participants in helping to deliver the message to both internal and external clients so they will want to choose your ideas, company's products or services over other presenters. Exceptional Presentations will improve participant's presentation skills whether they are persuading, educating, or informing. This highly interactive workshop focuses on professional business communication, including preparation, structure, delivery, strategy, use of visual aids, and handling question and answers.

This Exceptional Presentations workshop is the most highly participatory and personalized workshop of its kind. Participants have two instructors to help them learn and practice the fundamental and advanced presentation skills. There are 10-videotaped personal presentations, and each session is followed by one-on-one feedback from a senior Baker instructor to guarantee progress and change any distracting behaviors.

Objectives:

Participants will learn to:
Present technical information clearly, concisely, and persuasively
Enhance voice projection, articulation, pace and fluency, body language, eye contact, and gestures
Determine audience attitudes and needs
Overcome nervousness, anxiety, and any distracting mannerisms
Use both common and high-tech media effectively
Implement persuasive communication techniques
Project control and confidence through delivery skills
Plan and develop complete, formalized product presentations around the market forces that affect business
Structure presentations to gain maximum effect
Use audience involvement techniques to identify and handle questions
Set up a specific action plan to improve participant's presentations

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New Horizons Computer Learning Centers

General
Since 1982, New Horizons Computer Learning Centers has grown to become the largest independent IT training company worldwide. We offer more courses, at more times and in more locations than any other computer and business training company. Businesses and individuals can choose from hundreds of course offerings, delivered by experts, and offered in hundreds of convenient locations around the world.

Solutions for Business
For many small, medium and large organizations, New Horizons is the single source for all their IT training needs. Our customized enterprise solutions allow corporate training managers the ability to easily administer their learning programs and track the progress of all participating employees. Maximizing the investment in training is important for all companies, and New Horizons assists each client with the management and measurement of their training activities. The variety of learning options from New Horizons allows students to learn in the manner that best suits their schedule, budget, learning style and expertise.

Solutions for Individuals
New Horizons provides comprehensive and cost-effective training for individuals looking to expand their IT skills in their current professions or looking to take the first step toward new careers. With courses available online, mentored and in traditional classroom settings, New Horizons has a flexible educational solution that fits your learning style, your budget and your schedule.

Integrated Learning
New Horizons Integrated Learning is a comprehensive approach to training that guides each learner through all stages of their learning lifecycle. It consists of five components - Assess, Learn, Reinforce, Support and Validate- and combines classroom and eLearning products and services to create the most effective learning experience available in the industry.

PowerPoint 2010 - Level 1

Duration:
Traditional Instructor Led Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 1.00 Sessions
Mentored Learning - Flexible

Overview:
Students will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.

Who Should Attend:
This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

At Course Completion:
Upon successful completion of this course, students will be able to: - identify the components of the PowerPoint 2010 interface. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify graphical objects in a presentation. - work with tables in a presentation. - add charts to a presentation. - prepare to deliver a presentation.

Prerequisite Comments:

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Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Outline: Top
Lesson 1: Getting Started with PowerPoint
Identify Elements of the User Interface
View a Presentation
Save a Presentation
Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation
Select a Presentation Type
Enter Text
Edit Text
Format Text Placeholders
Add Slides to a Presentation
Arrange Slides
Work with Themes

Lesson 3: Formatting Text on Slides
Apply Character Styles
Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation
Insert Images into a Presentation
Add Shapes
Adding Visual Style to Text in a Presentation

Lesson 5: Modifying Graphical Objects in Presentations
Edit Graphical Objects on a Slide
Format Graphical Objects on a Slide
Group Graphical Objects on a Slide
Arrange Graphical Objects on a Slide
Apply an Animation Effect to a Graphical Object

Lesson 6: Working With Tables
Insert a Table
Format Tables
Import Tables from Other Microsoft Office Applications

Lesson 7: Working With Charts
Insert Charts
Modify a Chart
Import Charts from Other Microsoft Office Applications

Lesson 8: Preparing to Deliver a Presentation
Review the Content of a Presentation
Divide a Presentation into Sections
Add Transitions
Add Speaker Notes
Print a Presentation
Deliver a Presentation

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PowerPoint 2010 - Level 2

Duration:
Traditional Instructor Led Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 1.00 Sessions
Mentored Learning - Flexible

Overview:
In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

Who Should Attend:
This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

At Course Completion:
Upon successful completion of this course, students will be able to: - customize the PowerPoint environment. - customize a design template. - add SmartArt graphics to a presentation. - add special effects to a presentation. - customize a slide show. - collaborate on a presentation. - secure and distribute a presentation.

Prerequisite(s) or equivalent knowledge:
PowerPoint 2010 - Level 1

Outline:
Lesson 1: Customizing the PowerPoint Environment
Customize the PowerPoint Interface
Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template
Set Up a Slide Master
Create Custom Slide Layouts
Add Headers and Footers
Modify the Notes Master
Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation
Insert SmartArt Graphics
Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation
Add Multimedia Elements
Customize Slide Component Animations

Lesson 5: Customizing a Slide Show
Set Up a Custom Slide Show
Annotate a Presentation
Create a Presenter-Independent Slide Show
Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation
Review a Presentation
Publish Slides to a Slide Library

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Restrict Access to a Shared Presentation
Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation
Broadcast a Presentation
Convert a Presentation into a Video
Package a Presentation
Publish a Presentation to Other File Formats
Secure a Presentation

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Pinnacle Computer Services

Office Training
A division of Pinnacle Computer Services
640 South Hebron Avenue | Evansville | Indiana | 47714
Phone: (812) 476-6662 | FAX: (812) 469-4176

OfficeTraining.com
- A Subsidiary of Pinnacle Computer Services

About Pinnacle
Pinnacle Computer Services was organized in 1988 to provide local and Tri-State businesses with current technology in the computer industry. During the past 12 years, PCS has added many services to its offerings including networking, web development and programming. PCS continues to grow with the demand of the computer industry.

Pinnacle is your all-in-one computer consulting partner. Pinnacle's objective is to develop long-term partnerships with its customers by providing turn-key solutions, education and other services.

OfficeTraining.com evolved from the realization that training had become one of the fastest growing areas for Pinnacle Computer Services. We discovered that our web site's (www.pinncomp.com) traffic was overflowing with training inquiries. To better serve our customers who are interested in training, we now dedicate officetraining.com as the sole place to get all training information. Now you can visit OfficeTraining.com and get exactly the information you want -- information about training options, courses and certifications.

PowerPoint® 2010: Level 1

Course Objective: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office

PowerPoint 2010.
Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:
Microsoft® Office Windows® XP
Introduction
Microsoft® Office Windows® XP
Professional Level 1
Microsoft® Office Windows® XP

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PowerPoint® 2010: Level 2

Course Objectives
Upon successful completion of this course, students will be able to: explore the PowerPoint 2010 interface and familiarize yourself with the interface. create a presentation.format text on slides.
add graphical objects to a presentation.modify graphical objects on slides.work with tables in a presentation.import charts to a presentation. prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint
Topic 1A: Identify the Elements of the User Interface
Topic 1B: View a Presentation
Topic 1C: Save a Presentation
Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation
Topic 2A: Initiate a Presentation
Topic 2B: Enter Text
Topic 2C: Arrange Text
Topic 2D: Format Text Placeholders
Topic 2E: Add Slides to a Presentation
Topic 2F: Arrange Slides
Topic 2G: Work with Themes Office Training

Lesson 3: Formatting Text on Slides
Topic 3A: Apply Character Formats
Topic 3B: Format Paragraphs

Lesson 4: Adding Graphical Objects to a
Presentation
Topic 4A: Insert Images into a
Presentation
Topic 4B: Add Shapes
Topic 4C: Add Visual Styles to Text in a
Presentation

Lesson 5: Modifying Graphical Objects in
Presentations
Topic 5A: Edit Graphical Objects on a
Slide
Topic 5B: Format Graphical Objects on
a Slide
Topic 5C: Group Graphical Objects on
a Slide
Topic 5D: Arrange Graphical Objects
on a Slide
Topic 5E: Apply an Animation Effect to
a Graphical Object

Lesson 6: Working with Tables
Topic 6A: Insert a Table in a Slide
Topic 6B: Format Tables
Topic 6C: Import Tables from Other Office Applications

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Lesson 7: Working with Charts
Topic 7A: Insert Charts in a Slide
Topic 7B: Modify a Chart
Topic 7C: Import Charts from Other
Office Applications

Lesson 8: Preparing to Deliver a Presentation
Topic 8A: Review the Content in a Presentation
Topic 8B: Divide a Presentation into Sections
Topic 8C: Add Transitions
Topic 8D: Add Speaker Notes
Topic 8E: Print a Presentation
Topic 8F: Deliver a Presentation