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**Exploring New PowerPoint Features**

- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using the Live Preview

**Using SmartArt**

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Grouping SmartArt Objects

**Inserting A Photo Album**

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout

**Enhancing Slide Layouts**

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Changing Slide Orientation

**Enhancing Images & Charts**

- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border
- Inserting a Chart
- Applying a Chart Style & Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background

**Sharing Your Presentation**

- Inspecting the Document
- Creating a Custom Show
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Compressing Pictures

**Exploring New Outlook Features**

- Viewing the Navigation Pane
- Viewing the To-Do Bar
- Viewing the Ribbon
- Viewing the Office Button
- Viewing the Quick Access Toolbar

**Working with New E-mail Features**

- Using the Out of Office Assistant
- Using the Attachment Previewer

**Organizing Your Outlook Items**

- Using the To-Do Bar
- Using the Instant Search
- Using the Query Builder
- Customizing Instant Search
- Using Color Categories
- Editing Color Categories
- Setting a Quick Click Category
- Applying a Quick Click Category

**Viewing the New Calendar Features**

- Using Calendar Overlay Mode
- Using the Daily Task List
- E-mailing your Calendar As a Snapshot
- Viewing a Calendar Snapshot

**Using E-Business Cards**

- Using Electronic Business Cards
- E-mailing an Electronic Business Card
- Receiving an Electronic Business Card

**Exploring Security & Junk E-mail**

- Viewing the Trust Center
- Setting E-mail Postmarking
- Setting Junk E-mail Filtering
- Setting Phishing Protection

**Publishing a Calendar & RSS Feed**

- Adding Really Simple Syndication Feed
- Publishing a Calendar to Microsoft Office Online