

1.1	Starting PowerPoint 2016	10	2.1	Working with Slides	41	3.1	Drawing a Simple Object	78	4.1	Formatting a Picture	121	5.1	Create a Photo Album	148
1.2	Create a New Presentation	16	2.2	Working in Outline View	47	3.2	Creating a 3-D Sphere	85	4.2	Animating Pictures	130	5.2	Working with Audio Files	152
1.3	Navigating PowerPoint View	23	2.3	Adding Text Boxes	53	3.3	Create a Running Ball	91	4.3	Animating Floating Petals	135	5.3	Adding an Online Audio	155
1.4	Using a Slide Master	27	2.4	Adding Action Buttons	61	3.4	Create an Isometric Drawing	97	4.4	Animating Heat Exchanger	140	5.4	Working with Videos	161
1.5	Create Your Own Themes	31	2.5	Animating Text	67	3.5	Drawing Engineering Essentials	103	4.5	Animating Charts	144	5.5	Animating with Motion Paths	166
1.6	Using Help or Tell Me	37	2.6	Changing Text Appearance	73	3.6	Create a Floating Bubble	108				5.6	Recording Slide Show Timings	173
						3.7	Create the Revolving Gears	113						