1. **Creating and Formatting Presentations**
   1.1. Create new presentations
   1.2. Customize slide masters.
   1.3. Add elements to slide masters
   1.4. Create and change presentation elements
   1.5. Arrange slides

2. **Creating and Formatting Slide Content**
   2.1. Insert and format text boxes.
   2.2. Manipulate text.
   2.3. Add and link existing content to presentations
   2.4. Apply, customize, modify, and remove animations

3. **Working With Visual Content**
   3.1. Create SmartArt diagrams
   3.2. Modify SmartArt diagrams.
   3.3. Insert illustrations and shapes.
   3.4. Modify illustrations
   3.5. Arrange illustrations and other content
   3.6. Insert and modify charts
   3.7. Insert and modify tables

4. **Collaborating on and Delivering Presentations**
   4.1. Review presentations
   4.2. Protect presentations.
   4.3. Secure and Share Presentations
   4.4. Prepare printed materials
   4.5. Prepare for and rehearse presentation delivery