Microsoft PowerPoint 2013: Part 1

Duration: **1 day**

Overview:

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within Microsoft Office PowerPoint 2013, you will gain the ability to organise your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

Target Audience:

This course is designed for students who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.

Pre-requisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.
To meet this prerequisite, you can take any one or more of the following courses:

- Using Microsoft Windows 8
- Microsoft Windows 8 Transition from Windows 7
- Microsoft Office 2013: Transition from Microsoft 2007/2010

Lesson 1: Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

Lesson 2: Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

Lesson 3: Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Lesson 6: Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation