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MICROSOFT POWERPOINT 2013 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

How do you seize and sustain an audience's attention when you are requested to present company information? Microsoft Office PowerPoint 2013 was designed to help you with presenting a clear, well-organized and engaging presentation.

By learning how to utilize the wide array of features of Microsoft Office PowerPoint 2013, you will gain the skill to consolidate your content, enrich it with influential visuals, and convey it with an impact. In this course, you will learn how to create a new blank presentation, add slides on it, add and edit text boxes on the slides, select, edit, cut, copy, paste and delete text and much more.

This training course is now available in Singapore.

This Microsoft PowerPoint 2013 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a group quote.

MICROSOFT POWERPOINT 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

PowerPoint 2013 helps create and launch documents easily. This newest version of PowerPoint has an improved Presentation View with gives your presentations that extra focus. It also comes with an improved user interface with a variety of powerful tools to help you share your presentations through Skydrive.

During the course, participants learn to use the standard features of PowerPoint 2013 including creating presentations from templates, creating presentations without templates, adding slides, inserting text, editing and formatting text, inserting and altering images, using transitions and animation, and preparing narration.

OUTCOMES

This extensive training course helps participants develop basic skills in PowerPoint 2013, so that they use it effortlessly to complete tasks.
After completing this course, participants will have learned to:

- Open recent and other files
- Create a new blank presentation
- Understand and use the interface
- Use backstage view
- Add slides
- Use a content placeholder
- Add and edit text
- Use the slides tab
- Select, edit, cut, copy, paste and delete text
- Use the Office clipboard
- Find and replace text
- Format fonts
- Add pictures
- Use advanced formatting options
- Work with transitions and animations
- Set up a slideshow

MODULES

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Opening PowerPoint

- Opening PowerPoint
- Opening Recent and Other Files
- Creating a New Presentation Using a Template
- Creating a New Presentation Using a Theme
- Creating a New Blank Presentation
- Lesson Two: Review Questions

Lesson 3: Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files vs. Closing PowerPoint
- Lesson Three: Review Questions

Lesson 4: Your First Presentation

- About Slide Types
- Adding Slides
- Using the Slides Tab
- About Types of Content
- Using a Content Placeholder
- Lesson Four: Review Questions

Lesson 5: Working with Text

- Adding Text
- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Five: Review Questions

Lesson 6: Formatting Text and Paragraphs

- Formatting Fonts
- Clearing Formatting
- Using the Font Dialog
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Lesson Six: Review Questions

Lesson 7: Adding Pictures

- Inserting a Picture from a File or Online
- Adding Screenshots
- An Introduction to the Picture Tools Tab
- Resizing, Moving, and Deleting a Picture
- Lesson Seven: Review Questions

Lesson 8: Advanced Formatting Tasks

- Using the Format Painter
- Changing Slide Layout
- Changing the Theme and Variants
- About Slide Sizes
- Changing to Standard or Widescreen Slide Size
- Lesson Eight: Review Questions

Lesson 9: Working with Transitions and Animations

- Adding a Slide Transition
- Setting Slide Advance Options
- Add a Basic Animation
- Using the Animation Painter
- Lesson Nine: Review Questions

Lesson 10: Setting Up Your Slide Show

- Previewing Your Slide Show
- Using the Set Up Show Dialog
- Recording a Narration
- Timing Your Show
- Hiding Slides
- Lesson Ten: Review Questions

Lesson 11: Showtime!

- Our Top Five PowerPoint Tips
- Starting a Show
- About the In Show Tools
- Changing Your Pointer
- Switching to a Blank Screen
- Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- View this course online
- In-house Training Instant Quote