Microsoft Office PowerPoint 2013: Part 1

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to enquire about
this course:**

Course Duration: 1 day

Overview:

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2013 can help you do.

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 organize 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.

Course Objectives:

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. You will:

- Identify the basic features and functions of PowerPoint 2013.

- Develop a PowerPoint presentation.

- Perform advanced text editing.

- Add graphical elements to a presentation.

- Modify objects in a presentation.

- Add tables to a presentation.

- Add charts to a presentation.

- Prepare to deliver a presentation.

Target Student:

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.

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Prerequisites:

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

Course Content:

Lesson 1: Getting Started with PowerPoint®

Topic A: Navigate the PowerPoint Environment

Topic B: Create and Save a PowerPoint Presentation

Topic C: Use Help

Lesson 2: Developing a PowerPoint® Presentation

Topic A: Select a Presentation Type

Topic B: View and Navigate a Presentation

Topic C: Edit Text

Topic D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

Topic A: Format Characters

Topic B: Format Paragraphs

Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic A: Insert Clip Art and Images

Topic B: Insert Shapes

Course content continues on the next page:

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Lesson 5: Modifying Objects in Your Presentation

Topic A: Edit Objects

Topic B: Format Objects

Topic C: Group Objects

Topic D: Arrange Objects

Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation