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Microsoft PowerPoint 2013

Duration: 03 days



COURSE OUTLINE

PART 1 Basic presentations

Chapter 1 Explore Microsoft PowerPoint 2013

In this chapter, you'll learn about the different PowerPoint programs that are available so that you can identify the one you are using. Then you'll get an overview of the new features in recent versions of PowerPoint to help you identify changes if you're upgrading from a previous version. You'll explore the program's user interface, and open, navigate, view, and close presentations in various ways. Finally, you'll explore how to get help with the program.

- Identify new features of PowerPoint 2013.
- Work in the PowerPoint 2013 user interface.
- Open, navigate, and close presentations.
- View presentations in different ways.
- Search for help with PowerPoint 2013.

Chapter 2 Create presentations

In this chapter, you'll start by creating and saving several new presentations and entering and editing text. Then you'll add slides in various ways and delete slides you don't need.

- Start and save presentations.
- Enter text in placeholders.
- Edit text.
- Add and delete slides.
- Import slides from existing sources.

Chapter 3 Work with slides

In this chapter, you'll divide a presentation into sections and will move sections and individual slides to organize them logically. Then you'll apply a theme and its variants to the presentation. You'll also add color and shading to the background of slides and to the background of placeholders.

- Divide presentations into sections.
- Rearrange slides and sections.
- Apply themes.
- Change the slide background.
- Format text placeholders.

Chapter 4 Work with slide text

In this chapter, you'll format selected text to look the way you want it. You'll use the AutoCorrect feature to help avoid typographical errors and the AutoFit feature to make the words you enter fit in the available space. Then you'll use the spell-checking feature to help detect and correct misspellings and the Thesaurus feature to refine the presentation's language. You'll replace one word with another throughout a presentation by using the Find And Replace feature, which you also use to ensure the consistent use of fonts. Finally, you'll add text boxes to a slide to contain text that appears only on that slide.

- Change the alignment, spacing, size, and look of text.
- Correct and size text while entering it.
- Check spelling and choose the best wording.
- Find and replace text and fonts.
- Add text boxes.

Chapter 5 Add simple visual enhancements

In this chapter, you'll insert pictures and clip art images. You'll create a diagram and a chart, and you'll draw a simple illustration by using built-in shapes. Finally, you'll change the way slides move on and off the screen during a slide show.

- Insert pictures and clip art images.
- Create diagrams.
- Plot charts.
- Draw shapes.
- Add transitions.

Chapter 6 Review and deliver presentations

In this chapter, you'll set up a slide show for delivery, preview a presentation, and print selected slides. You'll prepare speaker notes to assist in your presentation delivery and create handouts so that the audience can record key points. You'll also remove the properties attached to a presentation and prevent other people from making further changes to it. Finally, you'll deliver a presentation, including marking up slides.

- Set up presentations for delivery.
- Preview and print presentations.
- Prepare speaker notes and handouts.
- Finalize presentations.
- Deliver presentations.

PART 2 Presentation enhancements

Chapter 7 Present content in tables

In this chapter, you'll insert and format a table on one PowerPoint slide and then embed and manipulate an Excel worksheet.

- Insert tables.
- Format tables.
- Embed and update Excel worksheets.

Chapter 8 Fine-tune visual elements

In this chapter, you'll create a photo album and insert and manipulate photographs. Next, you'll manipulate diagram shapes to customize an organization chart. Then you'll format a chart and save it as a template. Finally, you'll use various techniques to arrange graphics.

- Edit pictures.
- Customize diagrams.
- Format charts.
- Arrange graphics.

Chapter 9 Add other enhancements

In this chapter, you'll use WordArt text to create a fancy title. You'll also insert a symbol, build a simple equation, and capture a screen shot from a webpage. Finally, you'll add hyperlinks and action buttons that jump to slides within a presentation, open files and message windows, and display webpages.

- Add WordArt text.
- Insert symbols and equations.
- Capture screen clippings.
- Create hyperlinks.
- Attach actions to text or objects.

Chapter 10 Add animations, audio, and video

In this chapter, you'll apply predefined animations to titles, bullet points, and pictures. Then you'll change some of the animation settings to create custom animation schemes. You'll insert an audio clip and an audio file and make various adjustments to their settings. Finally, you'll insert two video files, edit one of them, and format them both.

- Animate with ready-made effects.
- Customize animation effects.
- Add audio content.
- Insert and play videos.

PART 3 Additional techniques

Chapter 11 Share and review presentations

In this chapter, you'll first share presentations in a couple of different formats. You'll send a presentation via email directly from PowerPoint and then password-protect another presentation. You'll review, add, delete, and hide comments, and you'll merge two versions of the same presentation. Finally, we'll briefly discuss the coauthoring capabilities that are available for presentations saved in a shared location.

- Share presentations in other formats.
- Send presentations directly from PowerPoint.
- Protect presentations by using passwords.
- Add and review comments.
- Merge presentation versions.
- Collaborate with other people.

Chapter 12 Create custom presentation elements

In this chapter, you'll view and edit the slide masters for a presentation, changing the layout, text formatting, and bullet formatting, and adding a picture to the background. You'll create sets of theme colors and theme fonts and save the color/font combination as a new theme. You'll then create a master layout, save a presentation as a design template, and create a presentation based on the template.

- View and change slide masters.
- Create themes, theme colors, and theme fonts.
- Design slide layouts.
- Save custom design templates.

Chapter 13 Prepare for delivery

In this chapter, you'll adapt a presentation for two audiences, first by creating a custom slide show, and then by hiding a slide. You'll rehearse a presentation so that you can have PowerPoint set the appropriate slide timing for each slide. You'll also save a presentation package on a CD.

- Adapt presentations for different audiences.
- Rehearse presentations.
- Prepare presentations for travel.

Chapter 14 Work in PowerPoint more efficiently

In this chapter, you'll take a tour of the pages of the PowerPoint Options dialog box to understand the ways in which you can customize the program. Then you'll manipulate the ribbon and the Quick Access Toolbar to put the tools you need for your daily work at your fingertips.

- Change default program options.
- Customize the ribbon.
- Manipulate the Quick Access Toolbar