

Microsoft Office PowerPoint 2013: Level 1

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$310.00 plus GST (course materials included)

Audience Profile

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

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 either of the following Logical Operations courses:

- *Using Microsoft Windows 10*

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

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



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