

Microsoft Office PowerPoint 2013: Part 1

Course number: 091033

Course length: 1.0 day(s)

Course 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.

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 Logical Operations 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

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

