



## ❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2013 - Level 1** are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **PowerPoint**
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with **SmartArt** graphics
- draw and format shapes
- navigate a slide show in **PowerPoint**
- use a range of printing techniques
- the procedures for using various forms of **Help**.
- create brilliant presentations

## ❖ Prerequisites

**Microsoft PowerPoint 2013 - Level 1** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

116 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Duration

This course is based around a 1 day training program consisting of 6 hours class training.

## ❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom.



## Contents

### Getting to Know PowerPoint

- Starting PowerPoint From The Desktop
- Understanding The Start Screen
- Creating A New Blank Presentation
- The PowerPoint 2013 Screen
- How Microsoft PowerPoint 2013 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Showing And Collapsing The Ribbon
- Understanding Backstage View
- Accessing Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint

### Your First Presentation

- Creating Presentations In PowerPoint
- Creating A Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into A Slide
- Inserting New Slides
- Typing Text Using The Outline Pane
- Applying Slide Transitions
- Saving A Presentation
- Previewing A Slide Show
- Closing A Presentation

### Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening A Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating A Presentation
- Using The Zoom Tool
- Opening A Recent Presentation

### Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet And Numbering Styles
- Moving And Resizing Placeholders
- Applying WordArt To Text
- Converting Text To SmartArt

### Slide Layouts

- Understanding Slide Layouts
- Inserting A Title Slide
- Inserting A Title And Content Slide
- Inserting A Section Header Slide
- Inserting A Table
- Inserting A Picture With Caption Slide
- Inserting A Chart
- Changing The Slide Layout

### SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before And After
- Adding An Assistant
- Promoting And Demoting Shapes
- Switching SmartArt Right To Left
- Resizing SmartArt
- Changing The SmartArt Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

### Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using The Eyedropper
- Copying Shapes

- Aligning Shapes Using The Ribbon
- Aligning Objects Using The Smart Guides
- Inserting And Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

### Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes To Your Slides
- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Using Resume Reading
- Presenting A Slide Show

### Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline

### Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Navigating The Help Window
- Using The Office Website
- Googling Help
- Printing A Help Topic

### Brilliant Presentations

- Planning A Presentation
- Make It Readable
- The Four Pillars Of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods And Hardware