



❖ **General Description**

Microsoft PowerPoint 2013 - Level 2 is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

❖ **Learning Outcomes**

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

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

❖ **Prerequisites**

Microsoft PowerPoint 2013 - Level 2 assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

98 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

Themes

- Understanding Themes
- Applying A Theme
- Changing The Theme Colours
- Changing The Theme Fonts
- Changing The Slide Background
- Saving A Customised Theme

Slide Masters

- Understanding Slide Masters
- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Applying Slide Transitions To The Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Templates

- Understanding Templates
- Setting A Custom Templates Location
- Using An Existing Template
- Creating A Template From A Template
- Saving A Custom Template
- Creating A Template From A Theme
- Modifying A Template
- Using A Custom Template

Tables

- Inserting A Table Using The Ribbon
- Inserting Rows And Columns
- Applying A Table Style
- Merging And Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing And Positioning A Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

Charts

- Understanding Charts
- Inserting A Chart Using The Ribbon
- Changing The Chart Type
- Chart Elements

- Using Quick Layouts
- Understanding Chart Buttons
- Changing The Layout Of Chart Elements
- Applying A Chart Style
- Understanding The Chart Format Panes
- Formatting Chart Elements
- Editing A Data Series
- Hiding Data Series
- Working With Pie Charts

Images

- Understanding Clip Art And Pictures
- Inserting A Picture From File
- Inserting An Online Picture
- Resizing An Image
- Positioning An Image
- Inserting Clip Art
- Modifying Graphics
- Rotating And Flipping Clip Art
- Inserting A Screenshot
- Inserting A Screen Clip
- Creating A Photo Album

Enhancing Images

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing An Image Background
- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping An Image

Media and Action Buttons

- Understanding Media In PowerPoint
- Inserting An Online Video
- Inserting An Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising And Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

Animations and Transitions

- Understanding Animations And Transitions

- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting The Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Setting Up the Show

- About Self-Running Presentations
- Recording A Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show
- Creating A Custom Show
- Understanding Presenter View
- Using Presenter View

Saving and Sharing Presentations

- Packaging Presentations For CD
- Saving A Presentation As A PDF Document
- Saving A Presentation As A Video
- Sending A Presentation Via Email
- Presenting A Slide Show Online
- Saving To A Storage Device