



Microsoft® PowerPoint® 2013

Introduction

Course Description

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.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within Microsoft® Office PowerPoint® 2013, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

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

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® environment, and be able to use Windows 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.

Course Objectives

Upon successful completion of this course, students will be able to:

- 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.

Course Content

Lesson 1: Getting Started with PowerPoint®

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

Lesson 2: Developing a PowerPoint® Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

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Lesson 3: Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Lesson 6: Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

Appendix A: Microsoft Office PowerPoint 2013 Exam 77-422

Appendix B: Microsoft PowerPoint 2013 Common Keyboard Shortcuts