

Microsoft Office PowerPoint 2013: Part 1

Course Overview

This course provides students with the knowledge and skills to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

Course Introduction 1m
Course Introduction

Lesson 01 - Getting Started with PowerPoint 30m

Topic A: Navigate the PowerPoint Environment

What Is PowerPoint?

Slides

The Start Screen

The PowerPoint 2013 User Interface

The Ribbon

Screen Tips

Dialog Box Launchers

The Quick Access Toolbar

The Left Pane

The Status Bar

Contextual Tabs

The Backstage View

Demo 1-1: Navigating the PowerPoint 2013 User Interface

Topic B: Create and Save a PowerPoint Presentation

The Default PowerPoint Presentation

Notes

The Save As Screen

Demo 1-2: Creating and Saving a PowerPoint Presentation

Topic C: Use Help

PowerPoint Help

The PowerPoint Help Toolbar

The Search Help Field

Demo 1-3: Using PowerPoint Help

Lesson 01 Review

Lesson 02 - Developing a PowerPoint Presentation 55m

Topic A: Select a Presentation Type

Templates

Project Type Options

The Open Screen

Demo 2-1: Creating a Presentation from a Template

Topic B: View and Navigate a Presentation

Presentation Views

Master Views
Color View Options
SLIDE SHOW Tab
The Protected View
Demo 2-2: Viewing and Navigating a Presentation

Topic C: Edit Text

Text Boxes
The Mini Toolbar
Cut, Copy, and Paste Options
The Clipboard
The Clipboard Paste Options
The Paste Special Command

Galleries
Demo 2-3: Editing Text

Topic D: Building a Presentation

Types of Slide Layouts
Slide Size and Orientation
Themes
Theme Variants
Background Styles
The Format Background Pane
Demo 2-4: Adding, Deleting, and Modifying Slides
Demo 2-5: Arranging Slides
Demo 2-6: Working with Themes
Lesson 02 Review

Lesson 03 - Performing Advanced Text Editing

42m

Topic A: Format Characters

The Font Dialog Box
WordArt Styles
The Format Painter
The Replace Fonts Option
Demo 3-1: Formatting Characters

Topic B: Format Paragraphs

Bulleted Lists
Numbered Lists
Demo 3-2: Using Bulleted and Numbered Lists
Text Alignment
Vertical Text Alignment
The Format Shape Pane
The AutoFit Feature
Spacing Options
Text Direction Options
Rulers
Demo 3-3: Formatting Paragraphs

Topic C: Format Text Boxes

Text Placeholder Formatting Options
Shape Fills
Shape Outlines
Shape Effects

Demo 3-4: Formatting Text Boxes
Lesson 03 Review

Lesson 04 - Adding Graphical Elements to Your Presentation

21m

Topic A: Insert Clip Art and Images

Pictures
The Online Pictures Command
Clip Art
The Photo Album Feature
The Screenshot Tool
Demo 4-1: Inserting Clip Art and Images

Topic B: Insert Shapes

Shapes
The DRAWING TOOLS Contextual Tab
The Merge Shapes Feature
Edit Points
Demo 4-2: Inserting Shapes
Lesson 04 Review

Lesson 05 - Modifying Objects in Your Presentation

43m

Topic A: Edit Objects

Object Selection Methods
Image Cropping
PICTURE TOOLS
The Remove Background Tool
Object Resizing Methods
Object Scaling Methods
Object Orientation Options
Image Compression Options
Demo 5-1: Editing Objects in your Presentation

Topic B: Format Objects

The Format Picture Pane
The Set Transparent Color Option
Picture Formatting Options
Demo 5-2: Formatting Pictures and Objects

Topic C: Group Objects

The Grouping Feature
Demo 5-3: Grouping Objects

Topic D: Arrange Objects

Object Order
Guides and Gridlines
Demo 5-4: Arranging Objects

Topic E: Animate Objects

Built-in Animation Effects
Demo 5-5: Animating Objects
Lesson 05 Review

Lesson 06 - Adding Tables to Your Presentation

17m

Topic A: Create a Table

Tables
Table Creation Options

The Insert Table Dialog Box

Demo 6-1: Creating a Table

Topic B: Format a Table

The DESIGN Tab

The LAYOUT Tab

Table Styles

Demo 6-2: Formatting a Table

Topic C: Insert a Table from Other Microsoft Office Applications

The Insert Object Dialog Box

Demo 6-3: Inserting a Microsoft Excel Spreadsheet

Lesson 06 Review

Lesson 07 - Adding Charts to Your Presentation

21m

Topic A: Create a Chart

Charts

Chart Data

Chart Types

Demo 7-1: Creating a Chart

Topic B: Format a Chart

The DESIGN Tab

The FORMAT Tab

The Quick Access Chart Commands

Chart Layouts

Chart Styles

Demo 7-2: Formatting a Chart

Topic C: Insert a Chart from Microsoft Excel

Demo 7-3: Inserting a Chart From Microsoft Excel

Lesson 07 Review

Lesson 08 - Preparing to Deliver Your Presentation

26m

Topic A: Review Your Presentation

AutoCorrect Feature Options

The Spell Checker Feature

The Research Pane

Compatibility and Accessibility (1 of 2)

Compatibility and Accessibility (2 of 2)

Demo 8-1: Reviewing Your Presentations

Topic B: Applying Transitions

Transitions

Demo 8-2: Applying Transitions

Topic C: Print Your Presentation

The Print Command

Handouts

Outlines

Notes Pages

Full Page Slides

Demo 8-3: Setting Your Print Options

Topic D: Deliver Your Presentation

Presentation Options

PowerPoint Presentation File Formats

Demo 8-4: Presenting a Slide Show
Demo 8-5: Saving a Presentation as a PDF
Lesson 08 Review
Course Closure

Total Duration: 4h 16m