

# Microsoft® Office PowerPoint® 2013: Part 1

Duration: 1 Day

Method: Instructor-Led

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*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office PowerPoint® 2013 Exam 77-422*

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## Course Description

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® 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 1A:** Navigate the PowerPoint® Environment
- **Topic 1B:** Create and Save a PowerPoint® Presentation
- **Topic 1C:** Use Help

### Lesson 2: Developing a PowerPoint® Presentation

- **Topic 2A:** Select a Presentation Type
- **Topic 2B:** View and Navigate a Presentation
- **Topic 2C:** Edit Text
- **Topic 2D:** Build a Presentation

### Lesson 3: Performing Advanced Text Editing

- **Topic 3A:** Format Characters
- **Topic 3B:** Format Paragraphs
- **Topic 3C:** Format Text Boxes

### Lesson 4: Adding Graphical Elements to Your Presentation

- **Topic 4A:** Insert Clip Art and Images
- **Topic 4B:** Insert Shapes

### Lesson 5: Modifying Objects in Your Presentation

- **Topic 5A:** Edit Objects
- **Topic 5B:** Format Objects
- **Topic 5C:** Group Objects
- **Topic 5D:** Arrange Objects
- **Topic 5E:** Animate Objects

### Lesson 6: Adding Tables to Your Presentation

- **Topic 6A:** Create a Table
- **Topic 6B:** Format a Table
- **Topic 6C:** Insert a Table from Other Microsoft® Office Applications

### Lesson 7: Adding Charts to Your Presentation

- **Topic 7A:** Create a Chart
- **Topic 7B:** Format a Chart
- **Topic 7C:** Insert a Chart from Microsoft® Excel®

### Lesson 8: Preparing to Deliver Your Presentation

- **Topic 8A:** Review Your Presentation
- **Topic 8B:** Apply Transitions
- **Topic 8C:** Print Your Presentation
- **Topic 8D:** Deliver Your Presentation