

Microsoft® Office PowerPoint® 2013: Part 2

Duration: 1 Day

Method: Instructor-Led

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

Course Description

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint® 2013 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Course Objectives

Upon completing this course, you will be able to customize the PowerPoint® 2013 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will:

- Modify the PowerPoint® environment
- Customize design templates
- Add SmartArt to a presentation
- Work with media and animations
- Collaborate on a presentation
- Customize a slide show
- Secure and distribute a presentation

Target Student

This course is intended for students who have a foundational working knowledge of PowerPoint® 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites

To ensure success, students should have experience using PowerPoint® 2013, running within the Windows® 8 operating system, to create, edit, and deliver multimedia presentations. To attain this level of knowledge and skills, you can take the following Logical Operations courses:

- *Using Microsoft® Windows® 8*
- *Microsoft® Windows® 8 Transition from Windows® 7*
- *Microsoft® Office PowerPoint® 2013: Part 1*

Course Content

Lesson 1: Modifying the PowerPoint® Environment

- **Topic 1A:** Customize the User Interface
- **Topic 1B:** Set PowerPoint® 2013 Options

Lesson 2: Customizing Design Templates

- **Topic 2A:** Modify Slide Masters and Slide Layouts
- **Topic 2B:** Add Headers and Footers
- **Topic 2C:** Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

- **Topic 3A:** Create SmartArt
- **Topic 3B:** Modify SmartArt

Lesson 4: Working with Media and Animations

- **Topic 4A:** Add Audio to a Presentation
- **Topic 4B:** Add Video to a Presentation
- **Topic 4C:** Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

- **Topic 5A:** Review a Presentation
- **Topic 5B:** Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

- **Topic 6A:** Annotate a Presentation
- **Topic 6B:** Set Up a Slide Show
- **Topic 6C:** Create a Custom Slide Show
- **Topic 6D:** Add Hyperlinks and Action Buttons
- **Topic 6E:** Record a Presentation

Lesson 7: Securing and Distributing a Presentation

- **Topic 7A:** Secure a Presentation
- **Topic 7B:** Broadcast a Slide Show
- **Topic 7C:** Create a Video or a CD

Appendix A: Microsoft® Office PowerPoint® 2013 Exam 77-422

Appendix B: Microsoft® PowerPoint® 2013 Common Keyboard Shortcuts