

Microsoft Office PowerPoint 2013 Online Training



Course Outline

PowerPoint 2013: Level 1

Lesson 01 - Getting Started with PowerPoint

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

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

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

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

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

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

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

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

PowerPoint 2013: Level 2

Lesson 01 - Modifying the PowerPoint Environment

Topic A: Customize the User Interface
 The PowerPoint Options Dialog Box
 The Customize Ribbon Tab
 The Customize the Ribbon Pane Hierarchy
 The Customize Status Bar Menu
 Demo 1-1: Customizing the Ribbon and the Status Bar
 The Window Group
 Demo 1-2: Working with Multiple Windows Simultaneously
 Topic B: Set PowerPoint 2013 Options
 The Save Options
 The Advanced Options
 Demo 1-3: Setting PowerPoint 2013 Options
 Lesson 01 Review

Lesson 02 - Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts
 Slide Masters
 The SLIDE MASTER Tab
 Demo 2-1: Working with Slide Masters
 Custom Slide Layouts
 Custom Themes
 Demo 2-2: Creating a Custom Slide Layout
 Topic B: Add Headers and Footers
 Headers and Footers
 The Header and Footer Dialog Box
 Demo 2-3: Adding Headers and Footers
 Topic C: Modify the Notes Master and the Handout Master
 The Notes Master
 The Handout Master
 Demo 2-4: Modifying Notes Masters and Handout Masters
 Lesson 02 Review

Lesson 03 - Adding SmartArt to a Presentation

Topic A: Create SmartArt
 SmartArt Graphics
 The Choose a SmartArt Graphic Dialog Box
 The Text Pane
 Demo 3-1: Adding SmartArt to a Presentation
 Topic B: Modify SmartArt
 The SMARTART TOOLS Contextual Tab
 The Selection Pane
 Demo 3-2: Modifying SmartArt
 Lesson 03 Review

Lesson 04 - Working with Media and Animations

Topic A: Add Audio to a Presentation
 The Audio/Video Controls
 Bookmarks
 The AUDIO TOOLS Contextual Tab
 The PLAYBACK Tab
 The Trim Audio Dialog Box
 Demo 4-1: Adding Audio to a Presentation
 Topic B: Add Video to a Presentation
 The VIDEO TOOLS Contextual Tab
 Poster Frames
 Embed Codes
 Demo 4-2: Adding Video to a Presentation

The PLAYBACK Tab
 Demo 4-3: Setting Video Playback Options
 Topic C: Customize Animations and Transitions
 The Animation Pane
 The Effect Options Dialog Box
 Demo 4-4: Creating Custom Animation Effects
 The Timing Group
 Demo 4-5: Timing Slide Transitions
 Lesson 04 Review

Lesson 05 - Collaborating on a Presentation

Topic A: Review a Presentation
 Sections
 Demo 5-1: Adding and Managing Sections
 Comments
 The Comments Pane
 Demo 5-2: Adding and Managing Comments
 The Revisions Pane
 The Compare Group
 Demo 5-3: Comparing and Merging Presentations
 Topic B: Store and Share Presentations on the Web
 Microsoft SkyDrive
 The Save to SkyDrive Option
 The PowerPoint Web App
 Demo 5-4: Sharing a Presentation on the Web
 Lesson 05 Review

Lesson 06 - Customizing a Slide Show

Topic A: Annotate a Presentation
 Annotations
 Demo 6-1: Annotating a Presentation
 Topic B: Set Up a Slide Show
 The Presenter View
 The Set Up Show Dialog Box
 Demo 6-2: Setting Up a Slide Show
 Topic C: Create a Custom Slide Show
 The Custom Shows Dialog Box
 The Define Custom Show Dialog Box
 Demo 6-3: Creating a Custom Slide Show
 Topic D: Add Hyperlinks and Action Buttons
 Hyperlinks
 The Insert Hyperlink Dialog Box
 Action Buttons
 The Action Settings Dialog Box
 Demo 6-4: Adding Action Buttons to a Presentation
 Topic E: Record a Presentation
 The Record Slide Show Dialog Box
 The Recording Shortcut Menu
 Demo 6-5: Recording a Presentation
 Lesson 06 Review

Lesson 07 - Securing and Distributing a Presentation

Topic A: Secure a Presentation
 Password Protection
 The Mark as Final Feature
 Digital Signatures
 Digital IDs
 The Trust Center Dialog Box
 The Document Inspector Dialog Box

Demo 7-1: Securing a Presentation
Topic B: Broadcast a Slide Show
The Present Online Option
The Present Online Window
Broadcast Differences
Demo 7-2: Presenting a Slide Show Online
Topic C: Create a Video or a CD
The Create a Video Option
The Package for CD Dialog Box
Demo 7-3: Converting a Presentation to a Video
Demo 7-4: Packaging a Presentation
Lesson 07 Review
Course Closure