

Microsoft Office PowerPoint 2013 Level 1 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



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