

Microsoft Office PowerPoint 2013 Level 2 Online Training



Course Outline

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

Lesson 07 Review
Course Closure

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