Microsoft PowerPoint 2013 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft PowerPoint. The course covers the basic functionality of the application such that delegates feel confident in creating professional presentations and slide shows.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Creating a new presentation
- Creating new slides within a presentation

Working with the Presentation

- Slide views
- Printing the presentation
- Moving slides
- Deleting slides
- Applying a background
- Applying a footer
- Notes page
- Slide sorter

Working with Objects

- Drawing squares, circles and lines
- Using WordArt
- Altering the shape of the drawing
- Formatting the object
- Ordering and grouping objects
- Aligning
- Using rotate and flip

Working with Text

- Formatting text
- Moving text

Slide Layouts

- Working with bullet point slides
- Working with text and ClipArt slides

Pictures

- Using the pictures slide layout
- Inserting ClipArt (online pictures)
- Resizing the picture
- Moving the picture

Slide Show

- Basic slide transitions
- Basic animations
- Presenting the slide show