



Microsoft PowerPoint 2013 Level 2

Course PPT13-2B 1 Day Instructor-led, Hands on

Introduction

Students will learn advanced features of Microsoft PowerPoint. Specifically, students will learn how to customize PowerPoint presentations and the PowerPoint environment.

At Course Completion

Upon successful completion of this course, students will be able to:

- Customize PowerPoint presentations
- Add special effects to PowerPoint presentations
- Customize slides and slide shows
- Create diagrams in PowerPoint presentations
- Collaborate on PowerPoint presentations
- Secure and publish PowerPoint presentations

Prerequisites

Students should be familiar enough with Microsoft PowerPoint to be able to create and edit basic PowerPoint presentations.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft PowerPoint 2013 Level 1

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Customizing PowerPoint Presentations

- Using the Slide Master
- Working with Themes
- Creating and Applying a Custom Slide Layout
- Using the Notes and Handouts Master
- Adding Headers and Footers
- Creating a Template Based on an Existing Presentation

Module 2: Adding Special Effects to Presentations

- Adding Animations to Slides
- Setting Automatic Transitions between Slides
- Adding Multimedia to Slides

Module 3: Customizing Slides

- Adding Sections
- Using Screenshot Clipping

Module 4: Customizing a Slide Show

- Setting up a Custom Show
- Rehearsing Slide Show Timings
- Setting up a Slide Show to Repeat Automatically
- Using Presentation View
- Creating Hyperlinks
- Using Advanced Delivery Techniques

Module 5: Creating Diagrams in Presentations

- Choosing and Creating a SmartArt Diagram
- Formatting Diagrams
- Modifying Diagrams

Module 6: Collaborating on a Presentation

- Using Comments
- Showing and Hiding Markups
- Sending a Presentation for Review

Module 7: Securing and Publishing a Presentation

- Password Protecting a Presentation
- Mark a Presentation as Final
- Setting up Autorecover Options
- Saving a Presentation as a Previous Version
- Publishing a Presentation to Microsoft Office Word
- Packaging a Presentation