



Microsoft PowerPoint 2013 Level 1

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

Introduction

Students will learn how to create powerful slideshow presentations using Microsoft PowerPoint.

At Course Completion

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

- Create PowerPoint presentations
- Format PowerPoint presentations
- Add tables, charts, and graphics to PowerPoint presentations
- Ready PowerPoint presentations for delivery

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

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

- Windows 7 Introduction
- Windows 8 Introduction

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: A Tour of PowerPoint 2013

- Getting to Know the PowerPoint 2013 Environment
- Working with the Quick Access Toolbar
- Using the PowerPoint Help Feature
- Opening and Navigating a Presentation
- Viewing a Presentation
- Using the Zoom Feature
- Minimizing, Restoring, Maximizing and Closing a Presentation

Module 2: Creating a Presentation

- Creating a New Presentation
- Saving a Presentation
- Entering Text
- Adding Slides to Your Presentation
- Editing Text in Your Slide
- Duplicating a Slide
- Hiding and Deleting a Slide

Module 3: Formatting a Presentation

- Creating and Formatting a Background
- Creating a Font Type, Size and Color for Your Text
- Applying Character and Paragraph Formats
- Using the Format Painter

Module 4: Adding Tables to a Presentation

- Creating a Table
- Formatting a Table
- Adding Table Effects and Styles
- Editing a Table

Module 5: Adding a Chart to Your Presentation

- Creating a Chart
- Editing a Chart
- Formatting a Chart

Module 6: Inserting and Modifying Graphic Objects

- Inserting and Formatting a Textbox
- Inserting and Modifying Clipart
- Inserting and Formatting Pictures
- Drawing and Formatting Shapes
- Inserting and Formatting WordArt

Module 7: Delivering a Presentation

- Reviewing a Presentation
- Adding Animations and Transitions
- Viewing a Slide Show
- Printing a Presentation

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