Microsoft PowerPoint 2013 - Introduction

General Description

Create, present and print presentations incorporating text, pictures, tables, SmartArt and shapes.

Learning Outcomes

• Work with the basic features of PowerPoint including the Ribbon and Quick Access Toolbar

• Create a presentation, apply themes, select slide transitions and perform basic file management

• Open, manage and navigate existing presentation files

• Insert text into a slide and apply basic formatting

• Insert new slides with various layouts and change the layout of an existing slide

• Create and alter the layout and formatting of SmartArt graphics

• Draw, edit, format, align, connect and group shapes

• Add sections to a presentation, create hyperlinks and present a slide show

• Print slides, handouts and notes pages

• Access, navigate and print Help topics

• Plan, design and present professional presentations

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to Know PowerPoint

Your First Presentation

Working with Presentations

Working with Text

Slide Layouts

SmartArt

Shapes

Preparing for Presentations

Printing Your Presentation

Getting Help

Brilliant Presentations