

MICROSOFT POWERPOINT 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Using the advanced features of MS PowerPoint 2013 requires an understanding of effective presentation layout and the use of functions such as inserting video and audio, SmartArt, editing and inserting text boxes and pictures, crosslinking and inserting other MS documents, adding and editing tables, editing master slides and much more.

The PD Training Microsoft PowerPoint 2013 Advanced Training Course provides you with the advanced skills and an understanding of more advanced features to enable you to use MS PowerPoint effectively and efficiently like a pro!

This highly valuable and practical training course is now available throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Please click on the Public Class tab below to view our Microsoft PowerPoint 2013 Advanced Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT POWERPOINT 2013 ADVANCED COURSE OUTLINE

FOREWORD

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

OUTCOMES

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

After completing this course, participants will have learned to:

- ▶ Use smart guides
- ▶ Use text fill and outline
- ▶ Add text effects
- ▶ Insert SmartArt
- ▶ Use alignment guides
- ▶ Align and distribute objects
- ▶ Format a table
- ▶ Add a sound and video clip
- ▶ Record audio
- ▶ Modify rows and columns
- ▶ Check spelling
- ▶ Use the Research Task Pane
- ▶ Use proofing and translating tools
- ▶ Prepare their presentations
- ▶ Use slide masters
- ▶ Share their presentations

MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Working with Shapes

- ▶ Inserting a Shape
- ▶ Using the Drawing Tools Tab
- ▶ Using Shape Fill and Outline
- ▶ Using Shape Effects
- ▶ Using Smart Guides
- ▶ Module Two: Review Questions

Lesson 3: Working with Text Boxes and Pictures

- ▶ Inserting a Text Box
- ▶ Resizing, Moving, and Deleting an Object
- ▶ Using Picture Styles
- ▶ Using Text Fill and Outline
- ▶ Using the Colour-Matching Eyedropper
- ▶ Adding Text Effects
- ▶ Module Three: Review Questions

Lesson 4: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Using the SmartArt Tools Tabs
- ▶ Adding Text to SmartArt
- ▶ Resizing, Moving, and Deleting SmartArt
- ▶ Module Four: Review Questions

Lesson 5: Advanced Drawing Tasks

- ▶ Using Alignment Guides
- ▶ Rotating and Flipping Objects
- ▶ Aligning and Distributing Objects
- ▶ Ordering Objects
- ▶ Grouping Objects
- ▶ Module Five: Review Questions

Lesson 6: Adding Tables

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ Using the Table Tools Tabs
- ▶ Modifying Rows and Columns
- ▶ Formatting a Table
- ▶ Module Six: Review Questions

Lesson 7: Inserting Audio and Video

- ▶ Adding a Sound Clip
- ▶ Recording Audio
- ▶ Adding a Video Clip
- ▶ Module Seven: Review Questions

Lesson 8: PowerPoint's Research Tools

- ▶ Checking Spelling
- ▶ Using the Research Task Pane
- ▶ Using the Thesaurus
- ▶ Using Translation ScreenTips
- ▶ Setting the Language
- ▶ Module Eight: Review Questions

Lesson 9: Preparing to Use Presenter View

- ▶ About Presenter View
- ▶ Adding Notes to Slides
- ▶ Viewing the Notes Page
- ▶ Printing Notes
- ▶ Creating Handouts
- ▶ Module Nine: Review Questions

Lesson 10: Using Slide Masters

- ▶ Switching to Slide Master View
- ▶ Using the Slide Master Tab
- ▶ Creating a Slide Master
- ▶ Applying a Slide Master
- ▶ Editing a Slide Master
- ▶ Using Master Guides
- ▶ Module Ten: Review Questions

Lesson 11: Advanced Presentation Tasks

- ▶ Inviting People
- ▶ Presenting Online
- ▶ Creating a Custom Show
- ▶ Recording Your Show as a Video
- ▶ Packaging Your Presentation for CD
- ▶ Module Eleven: Review Questions

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)