

## MICROSOFT POWERPOINT 2013 ESSENTIALS

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Microsoft  
PowerPoint 2013  
Essentials



**COURSE LENGTH: 1.0 DAYS**

MS Outlook 2013 provides you the ability to manage, organise and plan your communication strategy in the most efficient manner possible.

The PD Training Microsoft Outlook 2013 Essentials Training Course provides you with the knowledge and skill building in each of the primary functions of Outlook 2013 such as email management, search, using interface functions, use of contact lists, email generation and management and more. This entry level course provides you with a solid foundation in Outlook 2013 and empowers you to use it effectively to manage your tasks and communication.

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 Outlook 2013 Essentials Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT POWERPOINT 2013 ESSENTIALS COURSE OUTLINE

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### FOREWORD

PowerPoint 2013 helps create and launch documents easily. This newest version of PowerPoint has an improved Presentation View with gives your presentations that extra focus. It also comes with an improved user interface with a variety of powerful tools to help you share your presentations through Skydrive. During the course, participants learn to use the standard features of PowerPoint 2013 including creating presentations from templates, creating presentations without templates, adding slides, inserting text, editing and formatting text, inserting and altering images, using transitions and animation, and preparing narration.

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### OUTCOMES

This extensive training course helps participants develop basic skills in PowerPoint 2013, so that they use it effortlessly to complete tasks.

**After completing this course, participants will have learned to:**

- Open recent and other files
  - Create a new blank presentation
  - Understand and use the interface
  - Use backstage view
  - Add slides
  - Use a content placeholder
  - Add and edit text
  - Use the slides tab
  - Select, edit, cut, copy, paste and delete text
  - Use the Office clipboard
  - Find and replace text
  - Format fonts
  - Add pictures
  - Use advanced formatting options
  - Work with transitions and animations
  - Set up a slideshow
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### MODULES

#### Lesson 1: Getting Started

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

#### Lesson 2: Opening PowerPoint

- Opening PowerPoint
- Opening Recent and Other Files
- Creating a New Presentation Using a Template
- Creating a New Presentation Using a Theme

- Creating a New Blank Presentation
- Lesson Two: Review Questions

### Lesson 3: Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files vs. Closing PowerPoint
- Lesson Three: Review Questions

### Lesson 4: Your First Presentation

- About Slide Types
- Adding Slides
- Using the Slides Tab
- About Types of Content
- Using a Content Placeholder
- Lesson Four: Review Questions

### Lesson 5: Working with Text

- Adding Text
- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Five: Review Questions

### Lesson 6: Formatting Text and Paragraphs

- Formatting Fonts
- Clearing Formatting
- Using the Font Dialog
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Lesson Six: Review Questions

### Lesson 7: Adding Pictures

- Inserting a Picture from a File or Online
- Adding Screenshots
- An Introduction to the Picture Tools Tab
- Resizing, Moving, and Deleting a Picture
- Lesson Seven: Review Questions

### Lesson 8: Advanced Formatting Tasks

- Using the Format Painter
- Changing Slide Layout
- Changing the Theme and Variants
- About Slide Sizes
- Changing to Standard or Widescreen Slide Size
- Lesson Eight: Review Questions

### Lesson 9: Working with Transitions and Animations

- Adding a Slide Transition
- Setting Slide Advance Options
- Add a Basic Animation
- Using the Animation Painter
- Lesson Nine: Review Questions

### Lesson 10: Setting Up Your Slide Show

- Previewing Your Slide Show
- Using the Set Up Show Dialog
- Recording a Narration
- Timing Your Show
- Hiding Slides
- Lesson Ten: Review Questions

### Lesson 11: Showtime!

- Our Top Five PowerPoint Tips
- Starting a Show
- About the In Show Tools
- Changing Your Pointer
- Switching to a Blank Screen
- Lesson Eleven: Review Questions

### Lesson 12: Wrapping Up

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

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## WEB LINKS

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