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What's in PowerPoint 2013:

This course is designed to offer you a practical, hands-on demonstration of how you can use the new interface of PowerPoint 2013 to improve the quality and effectiveness of your presentations. It helps you see PowerPoint in a new light, moving beyond the concept that slides are a container for a speakers notes, and moves into a new vision of PowerPoint as a tool that can help you achieve your business goals with more interesting, engaging, and meaningful presentations. Upon successful completion, students will be prepared to take the Microsoft Exam.

Target Audience:

Individuals looking to gain knowledge in Microsoft PowerPoint 2013.

Prerequisites:

Basic computer skills.

Duration:

16 Hours

Topics Covered in Power Point 2013:

Getting Started
- Lesson Objectives
- What's New in PowerPoint 2013?
- What is PowerPoint?
- Getting Started
- Looking at the PowerPoint
- Window
- Using the Ribbon
- Viewing Screen Tips
- Using the Quick Access Toolbar
- Creating New Presentations
- Moving Around in Presentations
- Changing Slide Size Options
- Arranging Windows
- Switching Between Presentations
- Viewing a Presentation in a New
- Window
- Managing Presentation Files
- Saving Presentations
- Saving Presentations to SkyDrive
- Maintaining Backward
- Compatibility
- Modifying Presentation Properties
- Viewing Presentations
- Closing a Presentation
- Opening a Presentation
- Lesson Summary
- Review Questions

Working with Slides
- Lesson Objectives
- Using Themes
- Applying Themes
- Modifying Themes
- Formatting Slide Backgrounds
- Understanding Slide Layouts
- Applying Slide Layouts
- Formatting Placeholders

- Customizing Slide Layouts
- Using Gridlines and Guides
- Understanding Slide Masters
- Using Slide Master View
- Modifying an Existing Slide Layout
- Applying Modified Layouts to Slides
- Managing Slides
- Inserting New Slides
- Duplicating Slides
- Hiding and Showing Slides
- Inserting Slides from Existing Presentations
- Inserting Slides from an Outline
- Deleting Slides
- Adding Footers, Date and Slide Numbers
- Organizing Slides
- Using the Slide Sorter
- Rearranging Slides
- Using Sections
- Lesson Summary
- Review Questions

Working with Text
- Lesson Objectives
- Using an Outline
- Using the Outline View
- Importing Text File Outlines
- Importing Word Document
- Outlines
- Adding Text
- Inserting Text on a Slide
- Deleting Text on a Slide
- Modifying Text on a Slide
- Using the Spelling Checker
- Using the Thesaurus
- Cutting, Copying, and Pasting Text Using the Office Clipboard

- Using Drag and Drop
- Using Bullets and Numbering
- Applying Bullets
- Applying Numbering
- Promoting and Demoting Lists
- Formatting Text
- Using the Format Painter
- Clearing Formatting
- Formatting Paragraphs
- Horizontal Alignment
- Add or Remove Columns
- Line Spacing
- Paragraph Spacing
- Changing the Direction of Text
- Changing the Vertical Position of Text
- Setting Tabs
- Creating Tabs with the Tab Selector
- Creating Tabs with the Tabs Dialog Box
- Using Text Boxes
- Sizing and Positioning Text Boxes
- Changing the Order, Alignment, Orientation and Rotation
- Rotating a Text Box
- Reusing Formatting
- Using WordArt
- Inserting, Modifying, and Deleting WordArt
- Changing the WordArt Shape
- Formatting WordArt
- Lesson Summary
- Review Questions

Topics Covered in Power Point 2013 (Continued):

Working with Charts and Tables
- Lesson Objectives
- Inserting Charts
- Changing the Chart Type
- Selecting and Editing Chart Data
- Changing the Chart Layout and Style
- Understanding Chart Elements
- Selecting Chart Elements
- Formatting Chart Elements
- Changing the Size and Position of a Chart Element
- Adding Chart Elements
- Modifying Chart Parameters
- Importing Charts from External
- Sources
- Using Tables
- Creating Tables from Scratch
- Copying and Pasting from Word or Excel
- Inserting an Excel Workbook
- Selecting and Moving in a Table
- Modifying Tables
- Changing the Size or Position of a Table
- Changing the Size of a Row or Column
- Adding and Deleting Rows or Columns
- Merging and Splitting Rows or Columns
- Formatting a Table
- Changing the Alignment or
- Orientation
- Lesson Summary
- Review Questions

Adding Multimedia Elements

- Lesson Objectives
- Using Multimedia Elements
- Working with Shapes
- Formatting Shapes
- Adjusting, Changing, and Editing Shapes
- Arranging Shapes
- Working with Pictures
- Inserting Pictures
- Inserting a Screenshot Image
- Inserting a Photo Album
- Understanding Image Formats
- Adjusting Pictures
- Compressing Pictures
- Changing a Picture
- Resetting a Picture
- Applying Styles & Effects to Pictures
- Arranging Pictures
- Resizing and Cropping Pictures
- Inserting and Modifying Hyperlinks
- Inserting and Modifying Action Buttons
- Working with SmartArt
- Choosing a SmartArt Layout
- Modifying SmartArt Shapes
- Using SmartArt Styles
- Changing the Orientation
- Converting SmartArt to Text or Shapes
- Review Questions

Enhancing Presentations
- Lesson Objectives
- Adding Audio and Video Media
- Adding Audio
- Adding Video
- Compressing and Optimizing
- Media

- Using Transitions
- Inserting Transitions between
- Slides
- Modifying Transition Effect
- Options
- Managing Multiple Transitions
- Using Animations
- Applying Animations to Shapes
- Using Motion Path Animations
- Changing Animation Settings and Options
- Applying Animations to Text
- Using the Animation Painter
- Changing the Order of Animations
- Removing Animations
- Lesson Summary
- Review Questions

Preparing the Slide Show
- Lesson Objectives
- Reviewing Presentations
- Using Comments
- Inserting Comments
- Editing and Replying to Comments
- Tracking Changes
- Customizing the Presentation
- Adding Speaker Notes
- Embedding Fonts
- Proofing a Presentation
- Using the Accessibility and Compatibility Checkers
- Ensuring a Presentation is Compatible
- Setting Up a Slide Show

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Topics Covered in Power Point 2013 (Continued):

- Using Presentation Tools
- Using the Presenter View
- Rehearsing a Presentation
- Customizing Rehearsed Timings
- Recording a Presentation
- Creating Custom Slideshows
- Presenting Online
- Lesson Summary
- Review Questions

Sharing Presentations
- Lesson Objectives
- Reducing the Size of a Presentation
- File
- Compressing and Optimizing
- Media
- Compressing Pictures

- Changing Picture Resolution and
- Discarding Editing Information
- Protecting and Inspecting a Presentation
- Using the Document Inspector
- Protecting a Presentation
- Encrypting Presentations with a Password
- Restricting Access
- Adding a Digital Signature
- Marking a Presentation as Final
- Saving Presentations in Other Formats
- Save in an Earlier PowerPoint Format
- Creating PowerPoint Shows
- Saving a Presentation as PDF or

- XPS Document File
- Saving a Presentation as Images
- Saving a Presentation as a Video
- Save a Presentation as an Outline
- Saving a Presentation as an Open Document
- Packaging Presentations for CD
- Printing a Presentation
- Sharing a Presentation
- Inviting People
- Emailing a Presentation
- Publishing Slides

What's in PowerPoint 2016:

This course is designed to offer you a practical, hands-on demonstration of how you can use the new interface of PowerPoint 2016 to improve the quality and effectiveness of your presentations. It helps you see PowerPoint in a new light, moving beyond the concept that slides are a container for a speakers notes, and moves into a new vision of PowerPoint as a tool that can help you achieve your business goals with more interesting, engaging, and meaningful presentations.

Target Audience:

Individuals looking to gain knowledge in Microsoft PowerPoint 2016.

Prerequisites:

Basic computer skills.

Duration:

16 Hours

Topics Covered in Power Point 2016:

Getting Started
- Lesson Objectives
- What is PowerPoint?
- Starting PowerPoint
- Creating New Presentations
- Looking at the PowerPoint
- Window
- Moving Around in Presentations
- Opening a Presentation
- Closing a Presentation
- Using the Ribbon
- Viewing Screen Tips
- Using the Quick Access Toolbar
- Changing Slide Size Options
- Arranging Windows
- Switching Between Presentations
- Viewing a Presentation in a New Window
- Managing Presentation Files
- Saving Presentations
- Saving Presentations to OneDrive
- Maintaining Backward Compatibility
- Modifying Presentation Properties
- Viewing Presentations
- Lesson Summary
- Review Questions

Working with Slides
- Lesson Objectives
- Using Themes
- Applying Themes
- Modifying Themes
- Formatting Slide Backgrounds
- Understanding Slide Layouts
- Applying Slide Layouts
- Formatting Placeholders
- Customizing Slide Layouts
- Using Gridlines and Guides
- Understanding Slide Masters
- Using Slide Master View
- Modifying an Existing Slide Layout
- Applying Modified Layouts to Slides
- Managing Slides

- Inserting New Slides
- Duplicating Slides
- Hiding and Showing Slides
- Inserting Slides from Existing Presentations
- Inserting Slides from an Outline
- Deleting Slides
- Adding Footers, Date and Slide Numbers
- Organizing Slides
- Using the Slide Sorter
- Rearranging Slides
- Using Sections
- Lesson Summary
- Review Questions

Working with Text
- Lesson Objectives
- Using an Outline
- Using the Outline View
- Importing Text File Outlines
- Importing Word Document Outlines
- Adding Text
- Inserting Text on a Slide
- Deleting Text on a Slide
- Modifying Text on a Slide
- Using the Spelling Checker
- Using the Thesaurus
- Using Smart Lookup
- Cutting, Copying, and Pasting Text
- Using the Office Clipboard
- Using Drag and Drop
- Using Bullets and Numbering
- Applying Bullets
- Applying Numbering
- Promoting and Demoting Lists
- Formatting Text
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- Clearing Formatting
- Formatting Paragraphs
- Horizontal Alignment
- Add or Remove Columns
- Line Spacing
- Paragraph Spacing
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- Creating Tabs with the Tabs Dialog Box
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- Reusing Formatting
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- Inserting, Modifying, and Deleting WordArt
- Changing the WordArt Shape
- Formatting WordArt
- Lesson Summary
- Review Questions

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Topics Covered in Power Point 2016 (Continued):

Working with Charts and Tables
- Lesson Objectives
- Working with Charts and Tables
- Inserting Charts
- Changing the Chart Type
- Selecting and Editing Chart Data
- Changing the Chart Layout and Style
- Understanding Chart Elements
- Selecting Chart Elements
- Formatting Chart Elements
- Changing the Size and Position of a Chart Element
- Adding Chart Elements
- Modifying Chart Parameters
- Importing from Other Applications
- Understanding Embedding and Linking
- Importing an Excel Chart
- Inserting an Excel Workbook
- Using Tables
- Creating Tables from Scratch
- Copying and Pasting a Table from Word or Excel
- Inserting a Portion of an Excel Worksheet as a Table
- Inserting an Excel Worksheet as a Table
- Selecting Elements and Moving within a Table
- Modifying Tables
- Changing the Size or Position of a Table
- Changing the Size of a Row or Column
- Inserting and Deleting Rows or Columns
- Merging and Splitting Rows or Columns
- Formatting a Table Changing the Alignment or Orientation
- Lesson Summary
- Review Questions

Adding Multimedia Elements
- Lesson Objectives
- Using Multimedia Elements
- Working with Shapes
- Formatting Shapes