

Course Overview:

Following a brief review of the basic concepts in Microsoft PowerPoint 2013, you will learn to customize a PowerPoint presentation and use the many advanced features to quickly create a well-designed and coordinated presentation.

Course Content:

Create a Presentation

- The PowerPoint interface: the Backstage View, Ribbon and Quick Access Toolbar in Office 2013
- Using advanced editing techniques to create and edit your presentation.
- Using the advanced formatting techniques to create interesting slides.
- Adding comments using the Comments pane.
- Using the new and improved Presenter View to see your notes on your monitor when you deliver your presentation.

Create a PowerPoint Template

- Using the improved themes in PowerPoint 2013.
- Applying and then customizing the theme, color scheme, font set and background of your presentation.
- Creating a professional looking slide, title, handout, notes and outline master to ensure a consistent look throughout a presentation.
- Creating and saving custom slide layouts.
- Saving a custom template and theme based on a presentation you have designed.

Create Objects

- Adding Clip Art and photographs to create attention grabbing slides and using the many new picture effects available in Office 2013.
- Constructing interesting drawings using the predefined shapes. Using the improved Smart Guide to align objects on your slide.

Creating custom shapes.

- Using the new eyedropper tool to colour match objects on your slide.
- Inserting a table to display information in column and row format.
- Displaying data more effectively by a creating a bar or pie chart and taking advantage of the color scheme in your presentation.
- Producing an organizational chart or a pyramid diagram using PowerPoint's SmartArt graphics.
- Converting an existing bullet point slide to a SmartArt graphic.

Animate and Package the Presentation

- Add excitement to your presentation by including special transitional effects to your slides.
- Animating the text, objects and charts in your presentation and incorporating movies and sounds into your presentation.
- Creating motion path animations.
- Learning to easily trim the video on your slide.
- Adding hyperlinks to your presentation and then clicking on the hyperlink to quickly go to a specific slide, a different presentation, a Word document, an Excel worksheet or an Internet address.
- Saving your presentation as a package to ensure all the graphics, movies and files are available for presenting.