

## PowerPoint 2013 Introduction

**Length:** 1 Day

**Summary:** This class will introduce the student to PowerPoint 2013 by teaching them how to create and edit simple presentations and enhance presentations by formatting. They will also be shown the drawing tools and how to create and edit logos and pictures, insert objects, apply slide design and set-up presentations for printing purposes.

### COURSE CONTENT

#### 1: POWERPOINT BASICS

- Foreword
- Getting Started with PowerPoint 2013
- Starting PowerPoint
- Opening an Existing Presentation
- Identifying Elements of the PowerPoint Window
- The Ribbon
- Moving Between Slides
- Using PowerPoint Help
- Changing PowerPoint Views
- Changing the Zoom Level
- Viewing the Presentation in Outline View
- Viewing the Presentation in Slide Sorter View
- Ending a PowerPoint Session
- Closing a Presentation
- Assignment

#### 2: CREATING A PRESENTATION

- Beginning a New Presentation
- Downloading a Microsoft Office Online Template
- Adding Text and Slides
- Adding a New Slides in Normal View
- Entering Text in a Bulleted List
- Adding Slides and Text in Outline View
- Using AutoCorrect
- Editing Text and Slides
- Using the Undo and Redo Commands
- Using Find and Replace
- Deleting Slides
- Assignment

#### 3: ENHANCING A PRESENTATION

- Changing Text Appearance
- Changing the Font Size
- Applying Font Styles and Effects
- Changing Text Color
- Aligning Text
- Adjusting Line Spacing
- Using the Rulers
- Changing Slide Sequence
- Rearranging Slides in Outline View
- Creating Notes Pages and Handouts
- Formatting Handouts
- Printing Notes Pages and Handouts
- Checking Your Work
- Assignment

#### 4: ADDING VISUAL INTEREST

- Illustrations - Shapes
- Drawing Lines, Straight and Curved
- Drawing Other Shapes
- Drawing Shapes in Proportion
- Sizing Shapes
- Selecting and Deselecting Objects
- Duplicating an Object
- Editing Objects
- Changing Line Colors and Applying Shadows
- Moving Objects
- Resizing Objects
- Adding Text to Objects
- Adding Images to Slides
- Assignment