Microsoft PowerPoint 2013: An Introduction

Modality: On Demand

Duration: 4 Hours

About the course:

This sequence of videos will help you to get the most out of MS PowerPoint 2013, from customization of toolbars and ribbons to adding animation and transitions effects, to uploading your presentation as a video file.

Course Objective:

· Understanding of new user interface, Apps for office, new format pane, resume reading, and sharing your files

· How to change office theme and background

· How to use minimizing the Ribbon, Quick Access Toolbar, and Key tips

· How to change ribbon display options

· How to customize Quick Access Toolbar and Ribbon

· How to add text to a slide

· How to insert a new slide

· How to select, edit, and format text

· How to use font dialog box and format painter command

· How to use copy, cut, paste, paste preview, drag, and drop editing, undo, redo, and spell checker

· Understanding of paragraph formatting

· Understanding of presentation view

· Understanding of how to manage slides in different views

· How to insert content objects into slides

· Understanding of slides design

· How to print and display a Slide Show

Audience:

Anyone who want to enhance his/her skills on MS PowerPoint

Prerequisites:

This online training program required no prerequisites

Course Outline:

Basics

- What you'll learn in this training
- Introducing the new user interface
- Signing into your Microsoft account
- Introducing Apps for Office
- Introducing the new format pane
- Introducing resume reading
- Reviewing the redesigned Backstage view
- Sharing your files
- Working together on a file

Customization

- Changing the Office background and/or Office theme
- Using and minimizing the ribbon
- Changing the ribbon display options
- Using the Quick Access toolbar
- Customizing the Quick Access toolbar
- Customizing the ribbon
- Adding a new tab to the ribbon

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- Importing/exporting ribbon customizations
- Resetting ribbon customizations
- Using Keytips

Getting Started

- Understanding a slide
- Using placeholders
- Adding text to a slide
- Working with slide layouts
- Inserting a new slide
- Moving with the keyboard
- Moving with the mouse

Text Formatting

- Selecting text
- Editing text
- Formatting text
- Using the font dialog box
- Using the format painter command
- Changing the character case
- Using cut, copy, and paste
- Using paste preview
- Working with the clipboard
- Using drag-and-drop editing
- Using undo and redo
- Using the spell checker

Paragraph Formatting

- Aligning paragraphs horizontally
- Aligning paragraphs vertically
- Changing the line spacing
- Changing the text direction
- Setting tabs using the ruler
- Setting tabs using the tab dialog box
- Using bullets in a placeholder
- Demoting and promoting bullets
- Customizing bullets
- Creating numbered lists
- Using the paragraph dialog box

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Presentation Views

- Using normal view
- Using outline view
- Using slide sorter view
- Using notes page view
- Using reading view
- Changing the default view

Managing Slides in Different Views

- Selecting slides in normal view
- Inserting a slide in normal view
- Deleting a slide in normal view
- Adjusting the window in normal view
- Moving and copying slides in normal view
- Selecting slides in slide sorter view
- Inserting a slide in slide sorter view
- Deleting a slide in slide sorter view
- Moving and copying slides in slide shorter view
- Inserting a slide in outline view
- Adding text to a slide in outline view
- Deleting a slide in outline view
- Moving and copying slides in outline view
- Duplicating slides
- Moving and copying slides between presentations
- Reusing a slide from another presentation

Inserting Content Objects into Slides

- Inserting a table into a slide
- Inserting a chart into a slide
- Inserting a SmartArt graphic into a slide
- Inserting a picture into a slide
- Inserting online pictures
- Inserting an online video

Slide Design

- Viewing the new slide themes and theme variants
- Using slide themes

- Applying animations
- Viewing the new slide transitions
- Applying transitions
- Introducing the new slide size
- Inserting a footer into a slide
- Using sections

Printing and Displaying a Slide Show

- Using print and print preview
- Using share
- Using export
- Presenting a presentation online
- Turning your presentation into a video
- Using reading view
- Using presenter view
- Launching a slide show
- Adding headers and footers to notes and handout pages

Knowledge Assessments

- Basics
- Customization
- Getting Started
- Text Formatting
- Paragraph Formatting
- Presentation Views
- Managing Slides in Different Views
- Inserting Content Objects into Slides
- Slide Design
- Printing and Displaying a Slide Show