Powerpoint 2013 Beginner

Modality: On Demand

Duration: 3 Hours

About this course:

With the help of this course, users to MS PowerPoint 2016 will become familiar with the fundamental elements of the application and the process to make presentations. PowerPoint 2016 is a graphical and visual application, basically utilized for making the presentation. With the help of PowerPoint, the user can view, make, and present slide shows that join shapes, text, pictures, animations, graphs, videos, charts, and significantly more. PowerPoint is a standard of all types businesspeople as any individual who wants to create a presentation has to realize how to viably utilize this product. PowerPoint encourages you to make visual setups to go with and improve your skills.

Course Objective:

- Overview to the Interface of PowerPoint 2013 (The Backstage View, the Ribbon, the Quick Access Toolbar)
- Adding bulleted lists
- Inserting new slides
- Creating new presentations
- Summary of the different PowerPoint views
- Formatting and Inserting text
- Adding text boxes
- Saving your presentation
- Applying WordArt styles
- Adding Online Pictures to a slide
- Formatting Drawing objects
- Objects for grouping and ungrouping
- Editing and inserting pictures from a file
- Merging shapes
- Inserting Screenshots
- Layering (reordering) objects
- Summary to animating to text and objects
- Adding slide transitions
- Adding speaker notes
- Running a slideshow
- Printing slides, handouts, and speaker notes
- Using widescreen versus standard size slides
- Adding headers & footers
- Working with the slide masters
- Implementing different slide design, styles, themes, and custom variants and backgrounds
- Adding custom slide layouts to the Master slide
- Creating SmartArt diagrams
- Creating custom templates

- Using images to create SmartArt
- Converting bulleted lists into SmartArt
- Importing an outline from a Word document
- Creating Data Charts
- Linking & embedding objects from other programs into PowerPoint
- Advanced Animation (Animation Sequences, Motion Paths)
- Add video from the web
- Slideshow keyboard shortcuts
- Automate a slideshow / Rehearse timings
- Animation Painter
- Creating a PowerPoint Photo Album
- Inserting hyperlinks and action buttons
- Adding music and video to a presentation
- Saving a presentation as a PowerPoint show only
- Using the pen & highlighter tools during a presentation
- Save a Presentation as a Video
- Using Word to create handouts
- Creating a custom slide shows
- Overview of video editing options
- Saving a presentation for use on the web

Audience:

This course is focused on anybody, irrespective of professional background or occupation, who is looking for an essential comprehension of PowerPoint.

Prerequisites:

No prerequisites to take this course.

Course Outline:

MODULE 1: POWERPOINT ESSENTIALS, WORKING WITH CLIPART AND WORDART

- Introduction to the PowerPoint 2013 Interface (The Ribbon, The Backstage View, The Quick Access Toolbar)
- Overview of the various PowerPoint views
- Creating new presentations
- Inserting new slides
- Inserting and formatting text
- Adding bulleted lists
- Saving your presentation
- Adding text boxes
- Adding Online Pictures to a slide
- Applying WordArt styles

MODULE 2: WORKING WITH DRAWING SHAPES & PICTURES, TRANSITIONS, ANIMATIONS & PRINTING

https://www.quickstart.com/ Contact Us: (866) 991-3924

- Formatting Drawing objects
- Grouping and ungrouping objects
- Layering (reordering) objects
- Merging shapes
- Inserting & editing pictures from a file
- Inserting Screenshots
- Adding slide transitions
- Introduction to animating to text and objects
- Running a slideshow
- Adding speaker notes
- Using wide screen versus standard size slides
- Printing slides, speaker notes and handouts

MODULE 3: WORKING WITH TEMPLATES, MASTER SLIDES, CHARTS, GRAPHS & OTHER OBJECTS

- Applying different slide styles ,design themes and custom backgrounds and variants
- Working with the slide masters
- Adding custom slide layouts to the Master slide
- Adding headers & footers
- Creating custom templates
- Creating SmartArt Diagrams
- Converting bulleted lists into SmartArt
- Using images to create SmartArt
- Creating Data Charts
- Importing an outline from a Word document
- Linking & embedding objects from other programs into PowerPoint

MODULE 4: ADDITIONAL SLIDESHOW OPTIONS, CREATING INTERACTIVE PRESENTATIONS

- Advanced Animation (Motion Paths, Animation Sequences)
- Animation Painter
- Automate a slideshow / Rehearse timings
- Creating a PowerPoint Photo Album
- Adding music and video to a presentation
- Add video from the web
- Overview of video editing options
- Using the pen & highlighter tools during a presentation
- Slideshow keyboard shortcuts
- Using Word to create handouts
- Creating custom slide shows
- Saving a presentation as a PowerPoint show only
- Inserting hyperlinks and action buttons
- Saving a presentation for use on the web
- Save a Presentation as a Video