

Microsoft PowerPoint 2013: Shapes And SmartArt

Modality: On Demand

Duration: 1 Hour

About the course:

Learners will resize, insert, and add effects to shapes together with adding text to shapes using the visibility and selection pane. you will work with graphics from SmartArt, such as how to insert them into a presentation, and how to format and modify graphics.

Course Objective:

- How to insert, select and resize a shape
- Understanding of visibility and selection pane
- Understanding of reshaping handle and rotation handle
- How to move, align, copy, delete, group, and stack a shape
- How to format fill and outline of a shape
- How to apply preset, shadow, reflection, glow, soft edge, bevel to a shape
- Understanding of share effects
- How to add 3D rotation to a shape
- How to add text to a shape
- Understanding of inserting, adding, modifying, and formatting SmartArt graphics

Audience:

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

Prerequisites:

This online training program required no prerequisites

Course Outline:

Getting Started

- What you'll learn in this training

Working with Shapes

- Inserting a shape
- Selecting shapes
- Using the selection and visibility pane
- Resizing a shape
- Using the reshaping handle on a shape
- Using the rotation handle on a shape
- Moving a shape
- Aligning shapes
- Copying shapes
- Deleting a shape
- Grouping shapes
- Stacking shapes
- Formatting the fill of a shape
- Formatting the outline of a shape
- Understanding shape effects
- Applying a preset to a shape
- Applying a shadow to a shape
- Applying a reflection to a shape
- Applying a glow to a shape
- Applying a soft edge to a shape
- Applying a bevel to a shape
- Adding a 3D rotation to a shape
- Choosing a different shape
- Adding text to a shape
- Editing a shape's point

Working with SmartArt Graphics

- Exploring SmartArt graphics
- Understanding SmartArt graphics
- Inserting a SmartArt graphic
- Adding text to a SmartArt graphic
- Modifying the SmartArt structure
- Modifying the hierarchy SmartArt graphic
- Formatting a SmartArt graphic