PowerPoint 2013

What does this course offer you?

In this course, you will learn both the basics and advanced functions of PowerPoint 2010. You will create presentations, use various types of slide and gain experience of working with the individual presentation elements. In doing so, you will create charts and organizational charts. In addition, you will work with various templates and designs. You will design professional-looking presentations with integrated graphics and images and individually-designed texts. The course ends with dealing with collateral and various print functions.

The primary subject matter of the course:

Using the program

- Opening and closing PowerPoint
- Opening and closing presentations
- Creating presentations
- Saving a presentation
- Switching between open presentations
- PowerPoint options
- Using PowerPoint Help
- Scaling the view
- The PowerPoint application window

Developing a presentation

- Views in comparison
- Good practice: Slide titles
- Assigning slide layouts
- Copying and moving elements
- Designing master slides
- Setting up headers and footers

Text

- Good practice: Creating slides
- Entering and editing text
- Copying and moving text
- Formatting text
- Aligning text
- Structuring text

Charts

- Creating and editing tables
- Creating charts
- Editing charts
- Creating and editing organizational charts

Graphical objects

- Inserting an illustration
- Working with illustrations
- Creating drawing objects
- Editing drawing objects

Preparing a hard copy

- Working with effects
- Creating collateral material
- Customizing a presentation
- Making corrections
- Printing a presentation
- Controlling a slide show

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard is required.

What does this course include?

In addition to the instructional content, practice exercises and test questions are also included.

Number of lessons: 39

Learning Hours: 4
Audio Hours: 4