



Microsoft PowerPoint Training

Microsoft PowerPoint 2013 Beginner

Who Should Do This Course?

This is an introductory course designed for people who need to know how to use PowerPoint 2013. Upon completion of the course, participants should be able to create, print and publish presentations for a range of purposes.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 1 day course, instructors introduce PowerPoint 2013, including navigation and creating basic presentations with text, pictures, drawings and animations. A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios. publish presentations.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- work with various slide layouts
- insert text into a slide and apply basic formatting
- draw and format shapes
- create and work with SmartArt
- navigate a slide show in PowerPoint
- use a range of printing techniques
- find the information you need in Help

Content

Unit 1: Getting to Know PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- How Microsoft PowerPoint 2013 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Minimising The Ribbon
- Understanding Backstage View
- Accessing Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes

- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint

Unit 2: Working with Presentations

- Opening A Presentation
- Switching Between Open Presentations
- Understanding PowerPoint Views

- Changing Presentation Views
- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
- Opening A Recent Presentation

Unit 3: Creating a Presentation

- Planning A Presentation
- Presentation Methods And Hardware
- Designing A Presentation
- Creating A Blank Presentation
- Creating A Presentation Based On A Template
- Creating A Presentation Based On A Theme
- Typing Text Into The Outline Pane
- Saving A Presentation
- Inserting Slides And Text
- Previewing A Slide Show

Unit 4: Slide Layouts

- Understanding Slide Layouts
- Inserting A Title Slide
- Inserting A Title And Content Slide
- Inserting A Section Header Slide
- Inserting A Table
- Inserting A Picture With Caption Slide
- Inserting A Chart
- Applying A Different Layout To A Slide

Unit 5: SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before And After
- Adding An Assistant
- Promoting And Demoting Shapes
- Switching SmartArt Right To Left
- Resizing SmartArt
- Changing The SmartArt Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

Unit 6: Shapes

- Drawing Shapes
- Editing Shapes
- Resizing Shapes
- Positioning Shapes
- Arranging Shapes
- Combining Shapes
- Formatting Shapes

- Copying Shapes
- Aligning Shapes
- Inserting And Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Unit 7: Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes To Your Slides
- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Presenting A Slide Show

Unit 8: Printing

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline

Unit 9: Getting Help

- Understanding Help
- Accessing Help
- Browsing For Help
- Navigating Help
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Using Dialog Box Help
- Other Sources Of Help

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**