

# Course Outline



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## Microsoft Office PowerPoint 2013 Level 1

### Course Description:

This Course will enable you to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. You will, identify the basic features and functions of PowerPoint 2013, develop a PowerPoint presentation, perform advanced text editing, add graphical elements to a presentation, modify objects in a presentation, add tables to a presentation, add charts to a presentation, prepare to deliver a presentation.

This course is designed for delegates who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.

This course will prepare you for the Microsoft Office PowerPoint 2013 Exam 77-422.

### Pre-requisites:

Delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Delegates should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the delegates should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

### Course Content:

- **Getting Started with PowerPoint**
  - Navigate the PowerPoint Environment
  - Create and Save a PowerPoint Presentation
  - Use Help
- **Developing a PowerPoint® Presentation**
  - Select a Presentation Type
  - View and Navigate a Presentation
  - Edit Text
  - Build a Presentation

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- **Performing Advanced Text Editing**
  - Format Characters
  - Format Paragraphs
  - Format Text Boxes
  
- **Adding Graphical Elements to Your Presentation**
  - Insert Clip Art and Images
  - Insert Shapes
  
- **Modifying Objects in Your Presentation**
  - Edit Objects
  - Format Objects
  - Group Objects
  - Arrange Objects
  - Animate Objects
  
- **Adding Tables to Your Presentation**
  - Create a Table
  - Format a Table
  - Insert a Table from Other Microsoft Office Applications
  
- **Adding Charts to Your Presentation**
  - Create a Chart
  - Format a Chart
  - Insert a Chart from Microsoft Excel
  
- **Preparing to Deliver Your Presentation**
  - Review Your Presentation
  - Apply Transitions
  - Print Your Presentation
  - Deliver Your Presentation

**Course Duration:**

**1 Days**

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