Microsoft PowerPoint 2013 – Level 1

This course is designed to help students learn how to create and format presentations, apply content and styles, use templates, create shapes, charts and tables, and prepare their presentations for delivery. Microsoft Office 2013 will be used in this course.

- Identify components of the PowerPoint interface, open and run a presentation, switch between views, and control the magnification level
- Create a basic presentation and add content, arrange, insert and delete slides, and apply templates and design themes
- Format text and lists, apply font styles, copy formatting, control alignment and spacing of content on a slide
- Create and edit shapes, apply shape styles, duplicate and move shapes, resize, rotate and align shapes, and apply content to shapes
- Insert and modify WordArt objects, insert and edit pictures, arrange overlapping items, and group items
- Create and modify tables, apply styles to tables, insert images into tables, create and modify charts, and use SmartArt to create diagrams
- Proof a presentation for errors, prepare and preview a presentation, hide slides, create speaker notes, use Presenter view, prepare a presentation for printing, and print notes, handouts, and the presentation outline

Prerequisites: Prior experience with Microsoft Windows

Cost: <u>$179.00 per person</u> (7 hour class)
Textbook included

Grant Funding Available
(Call for details prior to registration)

For additional information, please contact
Sarah Maguire
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<u>Microsoft PowerPoint 2013 – Level 2</u>

This course is designed to help students learn to become proficient using PowerPoint to create enhanced presentations. Microsoft Office 2013 will be used in this course.

- Control global settings by using slide masters, apply transition effects, control and record timings, and create custom slide shows
- Crop images and remove background elements, insert and edit media files, apply animation effects, and create a photo album presentation
- Create and edit SmartArt graphics, create tables from scratch, and create and format charts
- Create action buttons for user navigation, and create and edit equations
- Integrate Microsoft Office files, create a presentation from a Word outline, embed and link external resources, and create hyperlinks
- Insert review comments, protect a presentation with a password, create handouts in Word, and prepare a presentation for delivery in several formats, including CD, PDF, video and image files, and deliver a presentation online
- Customize application settings and toolbars, and create and apply custom themes

Prerequisites: Prior experience with Microsoft PowerPoint 2013 – Level 1

Cost: <u>$179.00 per person</u> (7 hour class)
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