BOSTON ✠ NETWORK
The Global Knowledge Network

Course:
Microsoft PowerPoint 2013: Basic

Duration: 1 Day

Description:
This ILT Series course covers the basic functions and features of PowerPoint 2013. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft PowerPoint. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

Table Of Contents:

Unit 1: Getting started
    Topic A: The PowerPoint interface

Unit 2: Creating presentations
    Topic A: Creating a basic presentation
    Topic B: Working with slides
    Topic C: Templates and themes

Unit 3: Editing slide content
    Topic A: Formatting text and lists
    Topic B: Editing efficiently

Unit 4: Working with shapes
    Topic A: Creating shapes
    Topic B: Formatting shapes
    Topic C: Applying content to shapes

Unit 5: Graphics
    Topic A: WordArt
    Topic B: Pictures

Unit 6: Tables and charts

      Topic A: Tables
      Topic B: Charts
      Topic C: SmartArt

Unit 7: Preparing and printing presentations

      Topic A: Proofing presentations
      Topic B: Preparing a presentation
      Topic C: Printing presentations