



Course:

Microsoft PowerPoint 2013: Advanced

Duration: 1 day

Description:

This ILT Series course builds on the skills and concepts taught in PowerPoint 2013: Basic. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, they'll insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, they'll customize application settings and toolbars, and create and apply custom themes.

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: Slide masters and transitions

- Topic A: Slide masters
- Topic B: Transitions and timings
- Topic C: Custom slide shows

Unit 2: Graphics and media

- Topic A: Modifying graphics
- Topic B: Media clips
- Topic C: Animations
- Topic D: Photo albums

Unit 3: Customizing slide elements

- Topic A: Working with SmartArt graphics
- Topic B: Customizing tables
- Topic C: Working with charts

Unit 4: Action buttons and equations

- Topic A: Action buttons
- Topic B: Equations

Unit 5: Integrating Microsoft Office files

- Topic A: Applying content from a Word outline
- Topic B: Embedding and linking content



Unit 6: Finalizing and distributing presentations

Topic A: Reviewing and finishing

Topic B: Distributing presentations

Unit 7: Customizing PowerPoint

Topic A: Application settings