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

BOSTON ‡ NETWORK
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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