

# Microsoft Office PowerPoint 2013: Level 1

**Objectives:** You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

**Designed for:** This course is designed for professionals who will use Microsoft Office PowerPoint 2013 to prepare presentations and be more productive in their work.

**Prerequisites:** Learners should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## Course Content:

### Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Microsoft PowerPoint Help

### Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

### 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 on a Slide
- Format Objects on a Slide
- Group Objects on a Slide
- Arrange Objects on a Slide
- Animate Objects on a Slide

### 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

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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