

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.

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