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

Course:

Microsoft PowerPoint 2013: Advanced

Duration: 1.00 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