

## MICROSOFT POWERPOINT 2013 ADVANCED TRAINING

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**COURSE LENGTH: 1.0 DAYS**

PowerPoint 2013 comes with a new user interface and other improved features. The Microsoft PowerPoint 2013 Advanced Training course teaches you how to use the new features and how to develop the advanced skills and mastery in using PowerPoint 2013.

After completing this course, participants will have learned to: use smart guides, text fill and outline, alignment guides, proofing and translating tools, Research Task Pane and slide masters; add text effects, shape effects, sound and video clip, format a table, check spelling, prepare and share presentations, as well as correctly use the other advanced features of PowerPoint 2013.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT POWERPOINT 2013 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

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### OUTCOMES

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

**After completing this course, participants will have learned to:**

- ▶ Use smart guides
  - ▶ Use text fill and outline
  - ▶ Add text effects
  - ▶ Insert SmartArt
  - ▶ Use alignment guides
  - ▶ Align and distribute objects
  - ▶ Format a table
  - ▶ Add a sound and video clip
  - ▶ Record audio
  - ▶ Modify rows and columns
  - ▶ Check spelling
  - ▶ Use the Research Task Pane
  - ▶ Use proofing and translating tools
  - ▶ Prepare their presentations
  - ▶ Use slide masters
  - ▶ Share their presentations
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### MODULES

#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

#### Lesson 2: Working with Shapes

- ▶ Inserting a Shape
- ▶ Using the Drawing Tools Tab
- ▶ Using Shape Fill and Outline
- ▶ Using Shape Effects
- ▶ Using Smart Guides
- ▶ Module Two: Review Questions

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### Lesson 3: Working with Text Boxes and Pictures

- ▶ Inserting a Text Box
- ▶ Resizing, Moving, and Deleting an Object
- ▶ Using Picture Styles
- ▶ Using Text Fill and Outline
- ▶ Using the Colour-Matching Eyedropper
- ▶ Adding Text Effects
- ▶ Module Three: Review Questions

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### Lesson 5: Advanced Drawing Tasks

- ▶ Using Alignment Guides
- ▶ Rotating and Flipping Objects
- ▶ Aligning and Distributing Objects
- ▶ Ordering Objects
- ▶ Grouping Objects
- ▶ Module Five: Review Questions

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### Lesson 7: Inserting Audio and Video

- ▶ Adding a Sound Clip
- ▶ Recording Audio
- ▶ Adding a Video Clip
- ▶ Module Seven: Review Questions

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### Lesson 9: Preparing to Use Presenter View

- ▶ About Presenter View
- ▶ Adding Notes to Slides
- ▶ Viewing the Notes Page
- ▶ Printing Notes
- ▶ Creating Handouts
- ▶ Module Nine: Review Questions

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### Lesson 11: Advanced Presentation Tasks

- ▶ Inviting People
- ▶ Presenting Online
- ▶ Creating a Custom Show
- ▶ Recording Your Show as a Video
- ▶ Packaging Your Presentation for CD
- ▶ Module Eleven: Review Questions

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### Lesson 4: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Using the SmartArt Tools Tabs
- ▶ Adding Text to SmartArt
- ▶ Resizing, Moving, and Deleting SmartArt
- ▶ Module Four: Review Questions

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### Lesson 6: Adding Tables

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ Using the Table Tools Tabs
- ▶ Modifying Rows and Columns
- ▶ Formatting a Table
- ▶ Module Six: Review Questions

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### Lesson 8: PowerPoint's Research Tools

- ▶ Checking Spelling
- ▶ Using the Research Task Pane
- ▶ Using the Thesaurus
- ▶ Using Translation ScreenTips
- ▶ Setting the Language
- ▶ Module Eight: Review Questions

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### Lesson 10: Using Slide Masters

- ▶ Switching to Slide Master View
- ▶ Using the Slide Master Tab
- ▶ Creating a Slide Master
- ▶ Applying a Slide Master
- ▶ Editing a Slide Master
- ▶ Using Master Guides
- ▶ Module Ten: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)

