

Microsoft Power Point 2013

Level 2

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

Build on your basic knowledge of and experience in PowerPoint to fine-tune your presentations.

Learn how to set up and travel with a presentation.

If you are not sure whether others can utilise PowerPoint, but need to send them an effective presentation incorporating graphics, animation and sound- then the advanced course is just for you.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

The target student for this course should be comfortable using a personal computer and Microsoft Windows 7. Students also need to know the basics of using Microsoft PowerPoint 2010. Students will get the most out of this course if their goal is to become proficient in using PowerPoint's advanced features to create enhanced presentations.

This course assumes that students have completed the following courses or have equivalent experience:

- > Windows 7: Basic, Windows Vista: Basic or Windows XP: Basic
- > PowerPoint 2013 Level 1

Pre-Training Assessment:

If you're not sure which level you need to start your training with, feel free to request an online pre training assessment.

Documentation:

The following documentation is included with the course

- > Microsoft Power Point 2013 Level 1 user guide
- > Certificate of attendance

After attending you will be able to:

- > Customize the Quick Access toolbar and the Ribbon; and redesign a presentation by creating a custom design theme.
- > Modify images by cropping them and removing background elements; add and edit video and audio clips; apply animation effects; and create a photo album presentation
- > Format SmartArt graphics by changing associate (component) objects; draw and format custom tables; and customize a chart by using the Chart Tools tabs.
- > Add interactive elements to a slide by adding and editing action buttons; create customized slide shows by using the Custom Shows dialog box; and create a simple mathematical formula by using the Equation tool.
- > Review presentations by using Comments; finish and share presentations by using commands accessed through the File tab; and explore the Broadcast Slide Show feature.
- > Generate presentations from Word outlines; add content to slides by embedding hyperlinks to Word documents and Excel worksheets.

Who should attend?

This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Power Point 2013 presentations.

Topics Covered

Unit 1: Customizing PowerPoint

Topic A: Application settings

Topic B: The Ribbon

Topic C: Custom themes

Unit 2: Using graphics and multimedia

Topic A: Clip art

Topic B: Media clips

Topic C: Animations

Topic D: Photo albums

Unit 3: Customizing SmartArt graphics, tables, and charts

Topic A: Customizing SmartArt graphics

Topic B: Customizing tables

Topic C: Working with Chart Tools

Unit 4: Action buttons, custom slide shows, and equations

Topic A: Interactive elements

Topic B: Custom slide shows

Topic C: Equations

Unit 5: Distributing presentations

Topic A: Using comments

Topic B: Finishing a presentation

Topic C: Distributing presentations

Topic D: Broadcasting a slide show online

Unit 6: Integrating Microsoft Office files

Topic A: Building slides from Word outlines

Topic B: Embedding and linking content

Topic C: Working with hyperlinks

Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz.