

PowerPoint 2013 Level 1



Create professional presentations with ease

OVERVIEW

Develop and deliver effective slideshow presentations using clip art, drawing and animation tools, and setting backgrounds and designs for your slides.

Getting to Know PowerPoint

- Navigating PowerPoint
- The ribbon
- Dialogue boxes
- The status bar

Working with Presentations

- Understanding views
- Zoom
- Opening and closing presentations

Creating a Presentation

- Creating a presentation
- Templates and themes
- Adding slides
- Previewing

Slide Layouts

- Title and Content slides
- Tables and charts
- Caption slides
- Slide layouts

Working with Text

- Editing text
- Placeholders
- Formatting
- SmartArt and WordArt

Images

- Resizing, positioning and cropping images
- Inserting ClipArt
- Rotating and flipping images

SmartArt

- Inserting SmartArt
- Adding shapes
- Promoting and demoting
- Changing layout, colour scheme and style
- Deleting SmartArt shapes

Shapes

- Drawing, resizing and editing
- Positioning and arranging
- Inserting text
- Formatting
- Connecting and grouping

Animation

- Animating text and objects
- Applying motion paths
- Setting the timing

Slide Show Navigation

- Adding sections
- Adding notes
- Slide numbers
- Hyperlinks

Printing

- Previewing
- Printing slides, handouts, notes page and outline

Getting Help

- Accessing, navigating and using help
- Using the table of contents
- Searching using keywords

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Presentation
- ✓ Layout
- ✓ SmartArt
- ✓ Images and Shapes
- ✓ Animation

BOOK NOW

→ [Click Here](#)

Or call **02 8824 4677**
for more information



Linked Training
the experts

Email: info@LinkedTraining.com.au

Web: www.LinkedTraining.com.au