

# PowerPoint 2013 Level 2



Impress audiences with dynamic presentations

## OVERVIEW

Produce engaging and professional presentations with advanced techniques such as importing word and excel tables, inserting movie clips and sound, and effectively using master slides in your presentation.

### Tables

- Inserting a table
- Applying a table style
- Inserting rows and columns
- Merging and splitting cells
- Formatting table data
- Borders and shading
- Adjusting height and width
- Aligning table data

### Charts

- Inserting a chart
- Changing the chart type
- Applying a chart style
- Changing the chart layout
- Modifying data
- Formatting chart elements

### Editing Images

- Colour corrections
- Applying picture style
- Applying artistic effects
- Inserting a screen shot / clip
- Creating a photo album

### Media and Action Buttons

- Inserting a video / audio clip
- Inserting a Clip Art video
- Optimising and compressing
- Action buttons

### Themes

- Applying a theme
- Modifying theme colours, fonts and slide background
- Saving s customised theme

### Slide Masters

- Viewing the Slide Master
- Changing the master font
- Modifying bullets
- Inserting an image
- Inserting slide numbers

### Templates

- Creating a custom template
- Customising the design
- Customising the layout
- Saving a custom template
- Using a custom template

### Setting up the Show

- Recording the slide show
- Self-Running Presentation
- Rehearsing timings
- A Speaker-Led Show

### Saving and Sharing Presentations

- Packaging for CD
- Saving as a PDF document
- Saving as a eideo
- Sending via email
- Broadcasting a slide show

### DURATION

1 day

→ [Click Here for Scheduled Dates](#)

### DELIVERY MODES

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

### PRE-REQUISITES

An understanding of Microsoft PowerPoint and the ability to produce a basic presentation.

### CORE COMPETENCIES

- ✓ Tables & Charts
- ✓ Action Buttons
- ✓ Themes
- ✓ Slide Masters
- ✓ Templates

**BOOK NOW**

→ [Click Here](#)

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



**Linked Training**  
*the experts*

Email: [info@LinkedTraining.com.au](mailto:info@LinkedTraining.com.au)

Web: [www.LinkedinTraining.com.au](http://www.LinkedinTraining.com.au)