

Ref : EB50-305

PowerPoint 2013

Mastering the essentials

Aim

Discover PowerPoint, learn to enter text, format slides, illustrate them with pictures and drawings. Print, animate and display your slideshow.

Target audience	Level required	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master PowerPoint's essential commands.	No knowledge of PowerPoint is necessary. The user just needs to be acquainted with using the keyboard and mouse.	09h 50min

Course content

► The essential modules

PowerPoint 2013 – Level 1: Essential skills



MEDIAplus
eLearning

This module offers interactive training consisting of 32 training videos, 32 exercises and 5 additional resources.

Discover PowerPoint

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Moving between slides

Create your first slides

- Creating slides
- You need to know: Selecting, copying, moving
- Selecting and deleting slides
- You need to know: Saving files
- Saving a presentation
- You need to know: Text made easy
- Entering text
- Undoing and redoing an action
- Copying and moving slides
- Selecting and editing text
- Notes pages
- Checking the spelling
- Synonyms and translation
- Finding and replacing text

Screen a slide show, or print it

- Playing the slide show
- Page setup and orientation
- Print preview and printing
- Creating a new presentation
- Themes and layouts

Make the text look good

- You need to know: Formatting characters
- Character format
- Character font
- Character case
- Character size and spacing
- Paragraph alignment and columns
- Bulleted paragraphs
- Paragraph spacing and interline
- Rulers
- Paragraph indents
- Managing tab stops
- Copying formats

PowerPoint 2013 – Level 2: Intermediate skills



MEDIAplus
eLearning

This module offers interactive training consisting of 46 training videos, 46 exercises and 1 additional resource.

Turn a speech into a slide show

- Creating a slide/entering content in Outline view
- Managing the outline
- Repositioning text in an outline
- Creating a presentation from a Word document

Add some illustrations

- Selecting and deleting objects
- Repositioning objects
- Grid and guides
- Drawing shapes
- Copying and duplicating objects
- Resizing objects
- Modifying objects
- Formatting objects
- Formatting lines
- Applying effects to objects
- Copying an object's formatting
- Rotating objects
- Aligning and distributing objects
- Changing the stacking order of objects
- Grouping/ungrouping objects

Add and manage areas for text and images

- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Inserting a picture, saving a picture
- Formatting pictures
- Managing pictures

Do more with slides

- Creating a hyperlink
- Slide background
- You need to know: Headers and footers
- Headers and footers
- Customising a theme

Master the masters

- The slide master
- Managing layouts
- Managing placeholders
- Formatting slide masters
- Using slide masters
- The notes master
- The handout master

Looking for some action?

- Inserting slides from another presentation
- Sections
- Inserting audio/video content
- Managing audio/video content
- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects

► **Complementary material**

PowerPoint 2013 – Reference book



Online book

This module includes digital course material.

PowerPoint 2013 – Level 3: Advanced skills



MEDIAplus
eLearning

This module offers interactive training consisting of 30 training videos, 30 exercises and 9 additional resources.