

Ref : EB50-310

PowerPoint 2013

From essential to advanced skills

Aim

Discover PowerPoint and master all its features. From the essential to the advanced commands, this training programme will make it possible for you to progress in all aspects of the application (entering and processing text, managing slides, adding pictures and graphic objects, using masters, animations, running and sharing a slideshow...).

Target audience

Any user who wishes to discover or revise PowerPoint's basic features and address its more advanced features.

Level required

No prior knowledge of PowerPoint is necessary. However, some use of the software may make it possible to progress faster.

Estimated time to complete the essential modules

14h 20mn

Course content

► The essential modules

PowerPoint 2013 – Level 1: Essential skills



MEDIPlus
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

PowerPoint 2013 – Level 3: Advanced skills



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

Make the most of tables and diagrams

- Creating a table/inserting an existing table
- Table styles
- Modifying and formatting a table
- Managing rows and columns in a table
- Managing cells in a table
- Inserting a SmartArt diagram
- Managing a SmartArt diagram
- Formatting a SmartArt diagram

Enhance your presentations with graphic objects

- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Layout of chart items
- Formatting a chart
- Managing chart templates
- Inserting an object from another application

Presenting successfully

- Advancing the slides automatically
- Custom slide shows
- Choosing the slides for the slide show
- Writing on slides during the slide show



Share and protect your presentations

- Creating a Package on CD or in a folder
- You need to know: Sharing a presentation
- You need to know: Import, export and interoperability with PowerPoint
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- Comments
- Comparing presentations
- Protecting a presentation with a password
- Finalising presentations

Find out more...

- You need to know: Styles and templates
- Creating and using a presentation template
- Creating a photo album
- Digital signatures
- You need to know: Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: The Microsoft account
- You need to know: Best practice with a presentation program

► **Complementary material**

PowerPoint 2013 – Reference book



Online book

This module includes digital course material.