Ref : EB50-315

PowerPoint 2013

Advanced techniques

Aim

You have mastered the essential basic commands and would like to go further with the advanced features. This course will enable you to discover or deepen your knowledge concerning these advanced features. It will teach you about masters, animation and transition effects, about how to enrich your slides using tables, graphs, SmartArt objects and how to optimise the projection and distribution of your presentations.

Target audience	Level required	Estimated time to complete the essential modules
Any user who masters the essential basic commands and who would like to discover or deepen their knowledge about advanced features.	You must master basic commands to access PowerPoint's advanced features without difficulties.	10 hours

Course content

▸ The essential modules

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

MEDIAplus
eLearning

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

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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.

PowerPoint 2013 – Level 1: Essential skills

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