

Ref : EB50-320

# PowerPoint 2013


## Migration and new features

<b>Aim</b> Discover the new interface and make the most of PowerPoint 2013's new features.		
<b>Target audience</b> Every person needing to use PowerPoint 2013 who has already worked with a previous version.	<b>Level required</b> Regular use of a previous version of PowerPoint.	<b>Estimated time to complete the essential modules</b> 10h 10min


## Course content

### ► The essential modules

#### Migration towards Office 2013 – Discover the new interface and the main new features

 Video	This module includes a video made up of 11 sequences.
	<ul style="list-style-type: none"> <li>• Introducing the interface</li> <li>• The FILE tab</li> <li>• The Quick Access toolbar, mini toolbar and keyboard shortcuts</li> <li>• Documents, workbooks and presentations</li> <li>• Microsoft user accounts and the SkyDrive or OneDrive storage area</li> <li>• Printing, preview, built-in headers, footers and margins, themes</li> <li>• Table styles, picture styles, shape styles</li> <li>• New features in Word</li> <li>• New features in Excel</li> <li>• New features in PowerPoint</li> <li>• New features in Outlook</li> </ul>

#### PowerPoint 2013 - Changing versions whilst keeping your previous habits

 MEDIAPLUS eLearning	This module offers interactive training consisting of 73 training videos, 73 exercises and 5 additional resources.
	<p><b>New in 2013 - 01 - Overview</b></p> <ul style="list-style-type: none"> <li>• You need to know: About your presentation program</li> <li>• Opening a presentation</li> <li>• Overview of the working environment</li> <li>• Views</li> </ul>

- Zoom
- Saving a presentation
- Checking the spelling
- Synonyms and translation
- Playing the slide show
- Page setup and orientation
- Print preview and printing
- Creating a new presentation

#### **New in 2013 - 02 - Creating and managing slides**

- Creating slides
- Themes and layouts
- Creating a slide/entering content in Outline view
- Inserting slides from another presentation
- Sections

#### **New in 2013 - 03 - Drawing objects**

- Repositioning objects
- Grid and guides
- Drawing shapes
- Resizing objects
- Modifying objects
- Formatting objects
- Formatting lines
- Applying effects to objects
- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Copying an object's formatting
- Rotating objects

#### **New in 2013 - 04 - Pictures**

- Inserting a picture, saving a picture
- Formatting pictures
- Managing pictures

#### **New in 2013 - 05 - Charts - Tables - SmartArt - Videos**

- 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
- Creating a table/inserting an existing table
- Table styles
- Modifying and formatting a table
- Inserting a SmartArt diagram
- Managing a SmartArt diagram
- Formatting a SmartArt diagram
- Inserting audio/video content
- Managing audio/video content

#### **New in 2013 - 06 - Masters - Headers and footers**

- Slide background
- Headers and footers
- Customising a theme
- The slide master
- Managing layouts
- Managing placeholders
- Formatting slide masters
- Using slide masters

**New in 2013 - 07 - Animations - Transitions**

- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects
- Advancing the slides automatically
- Custom slide shows
- Writing on slides during the slide show

**New in 2013 - 08 - Other**

- Creating and using a presentation template
- Creating a Package on CD or in a folder
- You need to know: Sharing a presentation
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- Comments
- Comparing presentations
- Protecting a presentation with a password
- Finalising presentations
- You need to know: Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The Microsoft account

**► Complementary material**

## PowerPoint 2013 – Reference book



Online book

This module includes digital course material.