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Course Outline :: PPT13a ::

Module Title : Microsoft PowerPoint 2013 advanced
Duration : 1 day

Introduction

This training required some knowledge about Microsoft PowerPoint. In this training you will be gain knowledge about PowerPoint 2013 applications.

Contents

In this module it will explained how to enhance PowerPoint to better view presentation.

Module 1: Using Slide Masters, Part One

- Opening Slide Master View
- Creating Slide Layouts
- Working with Placeholders
- Changing the Slide Layout

Module 2: Using Slide Masters, Part Two

- Preserving Slide Masters
- Updating Master Slides
- Using Multiple Slide Masters in a Presentation
- Removing Masters from a Presentation

Module 3: Using Handout Masters

- Opening Handout Master View
- Editing the Handout Master
- Setting Layout Options
- Creating Handouts in Microsoft Word

Module 4: Using Notes Masters

- Opening Notes Master View
- Editing the Notes Master
- Setting Layout Options
- Printing Notes Pages

Module 5: Creating a Custom Show

- Hiding a Single Slide
- Creating a Custom Show
- Editing a Custom Show

- Presenting a Custom Show
- Deleting a Custom Show

Module 6: Advanced Presentation Techniques

- Recording and Narrating a Show
- Setting Narration Options
- Using Presenter View
- Creating a Video from a Presentation
- Creating a Show-Only File
- Presenting Your Slides Online

Module 7: Managing PowerPoint Files

- Optimizing Media Compatibility
- Compressing Media
- Working with Versions
- Recovering Unsaved Files
- Protecting a Presentation with a Password