

Module Title : Microsoft PowerPoint 2013 Basic

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 about the basic interface and how to use PowerPoint 2013.

Module 1: The Basics

- Getting Started
- Signing In
- Saving a Presentation
- Opening a Presentation
- Creating a New Presentation

Module 2: Your First Presentation

- Adding Content
- Adding Notes
- Selecting Text and Objects
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling

Module 3: Creating Slides

- Adding Slides to a Presentation
- Selecting, Moving, and Deleting Slides
- Changing and Resetting the Layout
- Working with Sections
- Viewing the Slide Show

Module 4: Formatting Text

- Changing the Font Face, Size, and Color
- Changing Character Spacing
- Applying Text Effects
- Working with the Font Dialog
- Using the Format Painter

- Clearing Formatting

Module 5: Working with Text

- Using Find and Replace
- Applying Bullets and Numbers
- Changing Text Alignment
- Formatting Text as Columns
- Changing Line Spacing
- Changing Text Direction

Module 6: Formatting the Presentation

- Choosing a Theme
- Choosing a Variant
- Changing the Slide Size
- Formatting the Slide Background
- Adding Headers and Footers to Slides

Module 7: Working with Templates

- Creating a Template
- Saving a Template
- Using a Template
- Editing a Template

Module 8: Viewing and Printing Your Presentation

- Viewing the Slide Show
- Using Views
- Using Zoom
- Using Presenter View
- Printing a Presentation
- Printing Notes and Handouts

Module 9: Saving and Sharing Your Presentation

- Saving a Presentation as PDF or XPS
- Packaging a Presentation for CD
- Presenting Online

Module 10: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar

- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes