

Module Title : Microsoft PowerPoint 2013 intermediate

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: Inserting Art and Objects, Part One

- Inserting Tables
- Inserting Charts
- Inserting SmartArt
- Inserting Equations=
- Drawing Shapes
- Inserting Text Boxes

Module 2: Inserting Art and Objects, Part Two

- Creating Photo Albums
- Inserting Pictures
- Inserting Videos
- Inserting Screenshots
- Inserting Audio

Module 3: Advanced Slide Tasks

- Creating a Basic Animation
- Customizing Animations
- Using the Animation Painter
- Adding a Transition
- Customizing Transitions

Module 4: Advanced Animation Techniques, Part One

- Choosing a Basic Effect
- Setting Effect Options
- Customizing the Trigger
- Editing the Motion Path
- Setting Start Options

- Modifying Duration and Delay

Module 5: Advanced Animation Techniques, Part Two

- Setting Animation Options
- Changing the Order of Animations
- Using the Animation Painter
- Using the Animation Pane

Module 6: Reviewing a Presentation

- Sending a Presentation for Review
- Comparing Presentations
- Navigating Through Markup
- Accepting and Rejecting Markup
- Ending the Review