



PowerPoint 2013 Introduction

Students will learn an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

Starting PowerPoint

- The PowerPoint Interface

Creating Presentations

- Creating a Basic Presentation
- Working with Slides
- Templates and Themes

Editing Slide Content

- Formatting Texts and Lists
- Editing Efficiencies

Working with Shapes

- Creating Shapes
- Formatting Shapes
- Applying Content to Shapes

Graphics

- WordArt
- Pictures

Tables and Charts

- Tables
- Charts
- SmartArt

Preparing and Printing Presentations

- Proofing Presentations
- Preparing Presentations
- Printing Presentations