❖ **General Description**

The skills and knowledge acquired in *Microsoft PowerPoint 2013 - Level 1* are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- work with the basic features of *PowerPoint*
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with *SmartArt* graphics
- draw and format shapes
- navigate a slide show in *PowerPoint*
- use a range of printing techniques
- the procedures for using various forms of *Help*.
- create brilliant presentations

❖ **Prerequisites**

Microsoft PowerPoint 2013 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

116 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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