



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

Level 2



Product Code: INF1321

ISBN: 978-1-921939-61-7

## ❖ General Description

**Microsoft PowerPoint 2013 - Level 2** is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

## ❖ Learning Outcomes

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

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

## ❖ Prerequisites

**Microsoft PowerPoint 2013 - Level 2** assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

98 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](http://www.watsoniapublishing.com).

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Product Information



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### Themes

- Understanding Themes
- Applying A Theme
- Changing The Theme Colours
- Changing The Theme Fonts
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- Working With Pie Charts

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- Saving A Presentation As A Video
- Sending A Presentation Via Email
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- Saving To A Storage Device



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