



INFocus COURSEWARE

# Operate Presentation Packages

## Microsoft PowerPoint 2013



Product Code: INF885

ISBN: 978-1-925298-24-6

### ❖ General Description

The skills and knowledge acquired in Operate Presentation Packages - Microsoft PowerPoint 2013 are sufficient to be able to operate presentation applications and perform basic operations including creating, formatting and adding effects to presentations.

### ❖ Learning Outcomes

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

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

### ❖ Prerequisites

Operate Presentation Packages - Microsoft PowerPoint 2013 assumes some 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

134 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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### Contents

#### Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2013 Works
- Using the Ribbon
- Understanding Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Exiting Safely From PowerPoint

#### Working With Presentations

- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Closing a Presentation
- Opening a Recent Presentation

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- Make It Readable
- Perfect Presentation Layouts
- Presentation Methods and Hardware
- Creating Presentations in PowerPoint
- Creating a Blank Presentation
- Adding a Graphic
- Applying Styles
- Creating a Presentation Based on a Theme
- Applying Theme Variants
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- Inserting New Slides
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- Saving a Presentation
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- Inserting a Chart
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- Checking Spelling
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- Applying Paragraph Formatting
- Moving and Resizing Placeholders
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- Inserting a SmartArt Graphic
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- Adding Shapes Below
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- Applying a Colour Scheme
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- Resizing Shapes
- Positioning Shapes
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- Formatting Shapes
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes

#### Images

- Inserting a Picture From File
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- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
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- Saving to a Storage Device

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- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Changing the Slide Orientation
- Submitting a Presentation for Feedback



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## Getting Help

- Understanding How Help Works
- Accessing the Help Window
- Navigating the Help Window
- Using the Office Website
- Googling Help
- Printing a Help Topic

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