



INFocus COURSEWARE

# ICTICT106 Operate Presentation Packages

Microsoft PowerPoint 2013



Product Code: INF1187

ISBN: 978-1-925298-89-5

## ❖ General Description

The skills and knowledge acquired in ICTICT106 Operate Presentation Packages are sufficient to be able to perform basic tasks using a presentation application package, and includes creating, formatting and adding effects to presentations. It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct format.

## ❖ 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

ICTICT106 Operate Presentation Packages assumes no knowledge of Microsoft PowerPoint 2013. 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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## 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

### Your First Presentation

- Planning a Presentation
- 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
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show

### Slide Layouts

- Understanding Slide Layouts

- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

### Working With Text

- Editing Text
- Checking Spelling
- Applying Font Formatting
- Applying Paragraph Formatting
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt
- Changing Text Colour

### SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

### Shapes

- Drawing Shapes
- Resizing Shapes
- Positioning Shapes
- Arranging Shapes
- 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
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image

- Inserting Clip Art
- Modifying Graphics
- Rotating and Flipping Clip Art
- Cropping an Image

### Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Animating SmartArt Graphics
- Using Slide Transitions

### Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
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### Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
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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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## Unit Mapping

This unit describes the skills and knowledge required to perform basic tasks using a presentation application package, and includes creating, formatting and adding effects to presentations.

	Performance Criteria	Location
<b>1</b>	<b>Create presentations</b>	
1.1	Open a presentation package and create a simple design for a presentation according to organisational requirements	Chapter 1: Getting to Know PowerPoint, Generally assumed throughout
1.2	Open a blank presentation and add text and graphics	Chapter 3: Your First Presentation
1.3	Apply existing styles within a presentation	Chapter 3: Your First Presentation, Chapter 6: SmartArt, Chapter 7: Shapes
1.4	Use presentation template and slides to create a presentation	Chapter 3: Your First Presentation
1.5	Use various tools to improve the look of the presentation	Chapter 3: Your First Presentation, Chapter 5: Working With Text, Chapter 7: Shapes, Chapter 12: Printing Your Presentation, Chapter 13: Getting Help
1.6	Save presentation to the appropriate storage device and folder	Chapter 3: Your First Presentation
<b>2</b>	<b>Customise basic settings</b>	
2.1	Adjust display to meet user requirements	Chapter 1: Getting to Know PowerPoint, Chapter 2: Working With Presentations
2.2	Open and view different toolbars to view options	Chapter 1: Getting to Know PowerPoint, Chapter 10: Preparing for Presentations
2.3	Ensure font settings are appropriate for the presentation purpose	Chapter 5: Working With Text
2.4	View multiple slides at once	Chapter 2: Working With Presentations, Chapter 10: Preparing for Presentations
<b>3</b>	<b>Format presentations</b>	
3.1	Use and incorporate organisational charts and bulleted lists, and modify as required	Chapter 4: Slide Layouts, Chapter 5: Working With Text, Chapter 6: SmartArt
3.2	Add objects and manipulate to meet presentation purposes	Chapter 4: Slide Layouts, Chapter 8: Images
3.3	Import objects and modify for presentation purposes	Chapter 10: Preparing for Presentations
3.4	Modify slide layout, including text and colours, to meet presentation requirements	Chapter 4: Slide Layouts, Chapter 5: Working With Text
3.5	Use formatting tools as required within the presentation	Chapter 5: Working With Text, Chapter 7: Shapes, Chapter 8: Images, Chapter 12: Printing Your Presentation, Chapter 13: Getting Help
3.6	Duplicate slides within and across a presentation	Chapter 10: Preparing for Presentations
3.7	Reorder the sequence of slides and delete slides for presentation purposes	Chapter 10: Preparing for Presentations
3.8	Save presentation in another format	Chapter 11: Saving and Sharing Presentations
3.9	Save to storage device and close presentation	Chapter 3: Your First Presentation, Chapter 11: Saving and Sharing Presentations
<b>4</b>	<b>Add slide show effects</b>	
4.1	Incorporate pre-set animation and multimedia effects into presentation as required to enhance the presentation	Chapter 9: Animations and Transitions
4.2	Add slide transition effects to presentation to ensure smooth progression through the presentation	Chapter 9: Animations and Transitions
4.3	Test presentation for overall effect	Chapter 3: Your First Presentation, Chapter 9: Animations and Transitions
4.4	Use onscreen navigation tools to start and stop slide show or move between different slides as required	Chapter 10: Preparing for Presentations
<b>5</b>	<b>Print presentation and notes</b>	
5.1	Select appropriate print format for presentation	Chapter 12: Printing Your Presentation
5.2	Select preferred slide orientation	Chapter 12: Printing Your Presentation
5.3	Add notes and slide numbers	Chapter 10: Preparing for Presentations
5.4	Preview slides and run spell check before presentation	Chapter 3: Your First Presentation, Chapter 12: Printing Your Presentation
5.5	Print selected slides and submit presentation to appropriate person for feedback	Chapter 12: Printing Your Presentation



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