



INFOCUS COURSEWARE

Microsoft PowerPoint 2013

Level 2



Product Code: INF1321

ISBN: 978-1-925179-26-2

❖ 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.

This information sheet was produced on Friday, June 13, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

Microsoft PowerPoint 2013

Level 2



Product Code: INF1321

ISBN: 978-1-925179-26-2

Contents

Themes

- Understanding Themes
- Applying A Theme
- Changing The Theme Colours
- Changing The Theme Fonts
- Changing The Slide Background
- Saving A Customised Theme

Slide Masters

- Understanding Slide Masters
- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Applying Slide Transitions To The Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Templates

- Understanding Templates
- Setting A Custom Templates Location
- Using An Existing Template
- Creating A Template From A Template
- Saving A Custom Template
- Creating A Template From A Theme
- Modifying A Template
- Using A Custom Template

Tables

- Inserting A Table Using The Ribbon
- Inserting Rows And Columns
- Applying A Table Style
- Merging And Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing And Positioning A Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

Charts

- Understanding Charts
- Inserting A Chart Using The Ribbon
- Changing The Chart Type
- Chart Elements

- Using Quick Layouts
- Understanding Chart Buttons
- Changing The Layout Of Chart Elements
- Applying A Chart Style
- Understanding The Chart Format Panes
- Formatting Chart Elements
- Editing A Data Series
- Hiding Data Series
- Working With Pie Charts

Images

- Understanding Clip Art And Pictures
- 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
- Inserting A Screenshot
- Inserting A Screen Clip
- Creating A Photo Album

Enhancing Images

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing An Image Background
- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping An Image

Media and Action Buttons

- Understanding Media In PowerPoint
- Inserting An Online Video
- Inserting An Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising And Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

Animations and Transitions

- Understanding Animations And Transitions

- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting The Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Setting Up the Show

- About Self-Running Presentations
- Recording A Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show
- Creating A Custom Show
- Understanding Presenter View
- Using Presenter View

Saving and Sharing Presentations

- Packaging Presentations For CD
- Saving A Presentation As A PDF Document
- Saving A Presentation As A Video
- Sending A Presentation Via Email
- Presenting A Slide Show Online
- Saving To A Storage Device



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information