



INFOCUS COURSEWARE

Microsoft PowerPoint 2013

Level 1 (with Challenge Exercises)



Product Code: INF1361

ISBN: 978-1-921939-71-6

❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2013 - Level 1 (with Challenge Exercises)** 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 (with Challenge Exercises) 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

138 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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Contents

Getting to Know PowerPoint

- Starting PowerPoint From The Desktop
- Understanding The Start Screen
- Creating A New Blank Presentation The PowerPoint Screen
- How Microsoft PowerPoint 2013 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Showing And Collapsing The Ribbons
- Understanding Backstage View
- Accessing Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint
- Practice Exercise
- Practice Exercise Workspace

Your First Presentation

- Creating Presentations In PowerPoint
- Creating A Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into A Slide
- Inserting New Slides
- Typing Text Using The Outline Pane
- Applying Slide Transitions
- Saving A Presentation
- Previewing A Slide Show
- Closing A Presentation
- Practice Exercise
- Practice Exercise Sample

Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening A Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views

- Changing Presentation Views
- Navigating A Presentation
- Using The Zoom Tool
- Opening A Recent Presentation
- Practice Exercise
- Practice Exercise Workspace

Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet And Numbering Styles
- Moving And Resizing Placeholders
- Applying WordArt To Text
- Converting Text To SmartArt
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Switching SmartArt Right To Left
- Resizing SmartArt
- Changing The SmartArt Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

- Practice Exercise
- Practice Exercise Sample

Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using The Eyedropper
- Copying Shapes
- Aligning Shapes Using The Ribbon
- Aligning Objects Using The Smart Guides
- Inserting And Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes
- Practice Exercise
- Practice Exercise Sample

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
- Presenting A Slide Show
- Practice Exercise
- Practice Exercise Sample

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline



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Practice Exercise
Practice Exercise Sample

Getting Help

Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website
Googling Help
Printing A Help Topic
Practice Exercise
Practice Exercise Workspace

Brilliant Presentations

Planning A Presentation
Make It Readable
The Four Pillars Of Great Design
Perfect Presentation Layouts
Presenting Polished Presentations
Presentation Methods And Hardware
Practice Exercise
Practice Exercise Workspace

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