



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](http://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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

## Level 1 (with Challenge Exercises)



Product Code: INF1361

ISBN: 978-1-921939-71-6

## 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



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

## Product Information



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

## Level 1 (with Challenge Exercises)



Product Code: INF1361

ISBN: 978-1-921939-71-6

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



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information